

Media Coordinator Job Description

A Media Coordinator is becoming one of the most important positions within a club as social media is such a powerful way to grow, engage your club's audience. Effective use of social media will also support and drive the achievement of many of the club's goals and objectives.

Reports to President

The Media Coordinator is in control of all social media accounts linked to the club, which include;

- Facebook, Instagram, Snapchat, Twitter, Youtube
- Peninsula Pythons Website
- Teamo App - They are required to post relevant information including:
 - Game and umpiring fixtures
 - Try out date and times
 - Training and game day photos/videos
 - Results from games and any other information they think could benefit club members.
 - Maintain register of photo/social media consent from players and supply Secretary.

Essential Skills and Requirements

- Have a good working knowledge of the Model Rules, club rules and by laws, policies and procedures
- A frequent user of social media sites
- The ability to plan what the clubs needs to communicate and when
- Ability to engage people through social media without getting drawn into negative or personal discussions.
- Strong understanding of the club's social media strategy and willingness to follow it
- Respectful and effective communication
- Understanding how to create memes, photos and video for use on social media
- Thorough knowledge of what is going on within your club
- Hold a current "Working with Children" Check
- Attend all meetings and supply written progress report
- Act in best interest of the club

The Media Coordinator must make a report at the end of year AGM. The coordinator can choose to post coaches reports to promote the teams so all parents can see how their children went during game day. They are required to update these accounts regularly to keep members up to date with everything that is happening in the club.

If any committee member wants/needs any information they will need to get In contact with the media coordinator at mediapnc@outlook.com and specify what needs to be posted and any attachments that will go along.

Name: _____ Date: _____

Signature: _____

Name of President: _____

President's Signature: _____

