Fixture Secretary – Voluntary Role Description

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| Club: |  |
| Volunteer role title: | Fixture Secretary |
| Desirable qualities: | * Good communicator * Friendly and approachable * Organisational and administration skills * Good IT skills |
| Main tasks: | * To arrange club fixtures * To produce a fixture list / fixture card for all players and club members * Liaise with other clubs’ Fixture Secretaries to re-arrange matches when required * Ensure that all players and members are informed of any re-arranged fixtures |
| Supported by: | Provide a name and contact details of who will support them in their role |
| Hours/ days: | Try and be as flexible as possible to accommodate the availability of the volunteer. However, where there are set hours and days for when the role needs to be fulfilled, you should make them clear. |
| What can be gained from this role? | * To learn new and develop existing skills through hands on experience * Personal & professional development and/or training. * The ability to explore different sorts of career or job opportunities in a voluntary capacity. * A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate. * Experiencing new challenges. * Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others. * A written/verbal reference. * A brilliant CV booster (73% of employers would employ a candidate with volunteer experience over one without). |
| Other information: | Provide any other information which will help make the role appealing and reassure the potential volunteer that it will be a fun, rewarding and supported opportunity! |
| Club Contact: | For more information or to apply for this role, please contact:   * Name: * Email: * Phone: |