



Rota Organiser

Job Description

- Role: Rota Organiser
- Responsible to: Club Committee through volunteer coordinator
- Role purpose: To contact key holders and organise Duty officer rota
- Commitment: Organise rota once a year at the beginning of the season, regular checks to ensure smooth running

Main tasks

To contact all key holders before the beginning of the season, arrange date for them to be duty officer.

Keep rota up to date with any changes

Ensure there is always at least one duty officer every Wednesday through the season

Ensure every duty officer is clear on their duties, and what is expected of them

Skills required

Organised and able to liaise with others

Able to do basic administration draw up rota

Good communication and able to recruit people for each week