



Position Description – Social Media Coordinator

The role of the Social Media Coordinator is to maintain the Clubs Social Media accounts ensuring they remain current. There will be a mixture of posting past events, promoting the club and it's players, along with scheduling posts and future events. The Social Media Coordinator will work closely with the Club President, Exec Committee and Committee to ensure authorised and suitable content is being published.

Desirable Attributes:

- Good Organisational Skills
- Dedicated Club Person
- Honest/Trustworthy
- Good computer skills
- Good written communicator

Specific duties include but are not limited to:

- Ability to post on YouTube, Facebook, LinkedIn and Instagram;
- Updating social media accounts with information as required by the Club President, Exec Committee or Committee;
- Co-ordinate with any social media volunteers involved within the club;
- Maintain the integrity of the social media accounts and remove any inappropriate postings;
- Adhere to the VWA Policy for social media adopted by the Club;
- Report to the committee any updates / upgrades or changes required;
- Prepare and manage the Clubs YouTube channel;
- Understand which social media site best suits different posts;
- Understanding the content best suited to different media channels
- Applying understanding of social media to promote the club and their requirements.

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