



# Canning City Soccer Club

## Position Description – Induction & Wind up Coordinator

The Role	Coordinates the Club's annual season commencement induction day program, plus annual team photos and printing (with photographer), trophies and season wind up schedule and activities, including assisting in kit return.
Communication	All emails are sent and received using the Club's Gmail account; Username <a href="mailto:ccscseason@gmail.com">ccscseason@gmail.com</a>
Responsibilities	Promote the Club's Values Establishes the induction day program Together with the President and Committee, introduces new and returning families to the Club. Maintains and circulates the Club's Member Information Sheet Collates family volunteer nomination forms Establishes and Coordinates the teams photo schedule days, including name placements, together with the Club's appointed photographer. Coordinates the season's trophies for all age groups. Distributes photos and trophies to age group / team managers following coaches kit bag return, assisting the Clubs equipment coordinator.