

Job Description: Awards Manager

Role: Volunteer (Unpaid Committee Position)

Time: 3-4 hours a week (in last couple of months of competition only)

Reports to: Executive Officer / Treasurer

What is the goal?

To assist with club championship award presentations at the end of season, and coordinate the award recipients, ordering and distribution of all trophies, medals, and certificates for the end-of-year presentation.

What will you do?

- **Club championships:** Work with the executive officer and championships manager to ensure club champs award presentations run smoothly.
- **Order trophies and medals:** Determine and coordinate award recipients, alongside the MAC committee and Executive Officer, and place orders to trophy supplier to meet deadlines.
- **Organise Athletics West Service Awards:** Determine and coordinate nominations, volunteer awards and milestone awards, advising Athletics West to meet deadlines.
- **Organise Presentation Day:** Assist the committee in planning the end-of-season awards ceremony, ensuring all trophies are organized by age group for a smooth presentation.

What skills do you need?

- Great organization and attention to detail to ensure names and details are engraved correctly.
- Basic spreadsheet skills to manage award tallies and inventory lists.
- Strong time management to meet strict ordering deadlines with suppliers.