



## **CROSS COUNTRY AND ROAD RUNNING EVENT CALENDAR CO-ORDINATOR**

The Event Calendar Co-ordinator is responsible for scheduling events for the Athletics Auckland Cross Country and Road Running Calendar.

### *Responsible To*

The Event Calendar Co-ordinator is directly responsible to the Cross Country Convenor or appointed person.

### *Responsibilities and Duties*

- Scheduling Cross Country and Road Running events for the season
- Liaising with clubs to confirm the club events for the calendar
- Collating information required for the calendar
- Present a draft calendar for the Auckland Centre meeting in November
- Maintain and up-date the calendar as required during the season

### *Knowledge and Skills Required*

- Can communicate effectively
- Is well organised
- Has a high level of attention to detail
- Ability to manage deadlines

If you are interested in assisting with this volunteer opportunity, please contact:

Dianne Craddock - Cross Country Convenor  
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