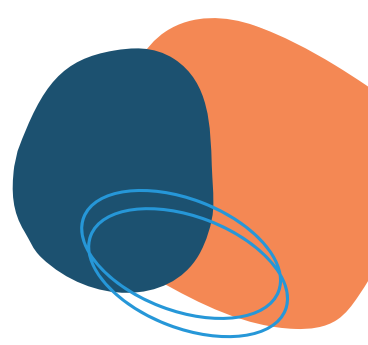


# 2025 P&F Coordinator Roles



## BBQ Coordinator

Responsible for the organisation of our 2 annual BBQs at Twilight Sports (March) and the Christmas Concert (December).

Tasks include preparing the shopping lists, calling out for volunteers, overseeing set up, running and pack up on the day and providing updates to P&F.

Total time commitment: 15 hours

## Head Lice Checks Vice Coordinator

Our amazing Head Lice Check Coordinator is looking for some assistance in 2025 to help coordinate our great head lice program.

The vice coordinator will be responsible for assisting with scheduling and running our 8 head lice check and recheck sessions across the year.

Total time commitment: 15 hours

## P&F Administration

Responsible for assisting with the administrative workload of P&F.

Tasks include taking meeting minutes, assisting with graphic design and collating information for weekly newsletter sections.

Total time commitment: 40 hours

## Food Fundraisers Coordinator

Responsible for the coordination of our food fundraisers throughout the year: Cake Raffle, Hot Cross Buns and Mangoes.

Tasks include filling the cake raffle roster, promoting the fundraisers, counting and sorting deliveries, distributing orders and providing updates to P&F.

Total time commitment: 15 hours

## Raffle Coordinator

Responsible for the organisation of our 2 annual raffles at Easter (March) and Christmas (December).

Tasks include calling for donations of chocolates or Christmas goods and baskets, preparation of baskets with donations, preparing raffle ticket booklets, set up and providing updates to P&F.

Total time commitment: 12 hours

## Special Persons Stalls Coordinator

Responsible for the organisation of our Mothers and Fathers Day stalls in May and September.

Tasks include sorting and counting stock, calling out for volunteers, overseeing set up, running, stock take and pack up on the day and providing updates to P&F.

Total time commitment: 15 hours

## Movie Night Coordinator

Responsible for the organisation of our movie night in September.

Tasks include picking a movie, booking the cinema, promoting ticket sales, calling out for volunteers, overseeing entrance to the session and providing updates to P&F.

Total time commitment: 10 hours

## Kinder Coordinator - Kinder Council Rep

Responsible for the organisation of our picture plate fundraiser in April/May.

Tasks include preparing templates for distribution, promoting the event, collecting and collating completed templates, placing order, checking and distributing and providing updates to P&F.

Total time commitment: 6 hours

If you're interested in taking on one of the above roles, please get in touch with Leonie