



## **JOB DESCRIPTION – PUBLICITY OFFICER**

**Responsible to:** Club Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Promote all areas of the Surf Club in the local community
- Work with all Committee Positions to promote club
- Obtain information from club members for promotion
- Promote membership drives inside and outside the club
- Endeavour to use all types of media to promote the club

### **KNOWLEDGE AND SKILLS REQUIRED**

- Communicate effectively
- Administrative skills
- Knowledge and useful computer skills
- Good communication channels with club members