

OUTINGS COORDINATOR JOB DESCRIPTION

1. Meet with the outings team to discuss possible outings
2. Research the venue
3. Liaise with the venue re tours, guides, timing, refreshments etc
4. Quote from coach company
5. Calculate the total cost
6. Confirm with the venue
7. Book the coach
8. Advertise on the outings board at meetings, taking names.
9. Inform all members of the outing by email or post, issue a booking form.
10. Receive the payments.
11. On the day make sure everyone booked has arrived for the coach, meet the contact at the venue, make sure everyone knows the time and place for the return home.
12. Have a good day!