



Position Description – Club Administrator

JOB TITLE:

Club Administrator

OBJECTIVE:

To ensure that day to day admin processes and communications are managed and recorded in a timely manner. To ensure players are registered efficiently and correctly within FFA and FW requirements.

RESPONSIBILITIES:

Registration

- Setup registration packages for all age groups and divisions ensuring FFA, FW and JCFC fees are correctly entered.
- During the registration season - manage registrations daily and ensure players are allocated into teams/age groups accurately
- Liaise with Age Group Co-ordinators and coaches to ensure efficient allocation of places and that all teams are filled to best advantage
- Reconcile registrations accepted against Football West registration invoices.
- Prepare team lists and distribute to Tech team and coaches/managers as appropriate
- Setup Coach/Manager packages and work with Tech team and co-ordinators to ensure that all are registered in MFC.
- Provide Club Secretary with team/coach information to enable WWC Check audit to be completed
- Work with Accounts admin to assist with non-payers or players needing payment plans.
- Liaise with Football West/Tech tea regarding team placement in the leagues for Sunday league and Miniroos teams
- Archive registration information each season.

Communication

- Answer all incoming queries within 48 hours or refer non admin related correspondence to committee members for their action.
- Liaise with parents/players regarding

- Receive and document all complaints and pass onto relevant persons for action.

Administration

- Ensure admin coverage of the trials process and ensure trials documentation is archived.
- Liaise with Committee to ensure all Junior NPL licence requirements are met
- Work with Secretary to ensure Meeting minutes are archived
- Attend General Committee meetings

RELATIONSHIPS:

Reports to the President and General Committee.

Liaise with the Clubs Treasurer.

Liaise with all members of the Club on registration issues.

Liaise with external associations, Football West, FFA, etc regarding registrations

ACCOUNTABILITY:

The Club Administrator is accountable to the President and the General Committee.

ESSENTIAL SKILLS:

- Min 5 years administration experience (ideally in not for profit sector)
- High level of proficiency with registration packages
- High level of proficiency with Microsoft applications
- Time management skills
- Excellent organisational skills and attention to detail
- Sound record keeping skills
- High level written & verbal communication skills

DESIRABLE SKILLS:

- Knowledge of the club membership packages and external requirements (FW membership fees etc).
- Previous sporting club experience would be highly desirable.

COMMITMENT & RENUMERATION:

This is a paid part time position (min 10 hours per week - pro rata across 12 months) under the Sporting Organisations Award 2010 and attracts a salary of \$10,000 per annum plus superannuation.