



Vermont Vultures Basketball Club

Vermont Vultures Basketball Club position description – Club Admin Officer

Updated 9/11/2020

Role: Club Administration Officer

Role classification: Voluntary, remuneration via honorarium

Exec Committee member: Via nomination

Committee member: Yes

Expected hours of work: 20-30 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Club Administration Officer at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of Club Administration Officer (CAO) is a key role within the Vermont Vultures. The CAO is responsible for the daily operations of The Club, including, but not limited to, coordinating registration and management of general queries.

Role description

This role is generally the first point of contact from Parents and other stakeholders for The Club. The role is supported by the Club President and the Executive Committee and is required to perform the following duties:

1. Responding to general enquiries from parents and players through Club Admin email account or via The Club Facebook/Messenger site
2. Consider and respond to all compliments and complaints from parents and/or players and referral of issues to specialist throughout the club, e.g. President, Treasurer, Uniform Coordinator, Child Safety Officer
3. Support registration process by advertising registration timeframes, sorting and filtering registration lists into gender/day/age groups and distribute to the Age Group Coordinators to establish team lists
4. Update PlayHQ or similar association systems with teams and player information
5. Arrange and communicate registration and uniform meetings at stadiums as required
6. Support end of season administration including MVP & Coaches vote collation, trophies, presentation day in conjunction with Age Group Coordinators
7. Maintain player and family confidentiality when dealing with sensitive matters.
8. Manage all Club records in an accurate and secure manner
9. Complete periodical reporting in conjunction with the President and Secretary
10. Coordinate refund requests with the Treasurer
11. General administration duties as required

Skills required

The successful applicant will possess:

- Experience with Microsoft office suite
- Experience with social media applications including Facebook, Twitter, Instagram
- Understanding of compliance requirements for community based sporting organisations.

Qualifications required

- Past experience in a similar administrative role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter



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Remuneration

Due to the unique nature of the high volume of registration activities and the time criticality of completing these (including communicating to teams, coaches, managers and the Association), this role can be remunerated via honorarium.

This classification means that the role is designated as a voluntary position, not a club employee and payment may be variable in accordance with duties completed, club financial position, or other circumstances. The awarding of the honorarium will be tabled as a standing agenda item at The Club Committee meeting or by agreement by The Club Executive.

Further information on this employment classification is available at <https://www.ato.gov.au/Non-profit/Your-workers/Your-volunteers/Paying-volunteers/Honorariums/> or by contacting the Treasurer at treasurer@vermontvultures.org.au

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

President president@vermontvultures.org.au

Secretary secretary@vermontvultures.org.au