

OJFC Position Description

Position Title: Administrator	
Location: EE Gunn	Reports To: Vice President / President

Summary Statements:

The role of the OJFC Administrator will provide administrative support to the Executive Committee from February – April 2018 (3 months)

Accountability

The Administrator will be directly accountable to the Vice President, President and Treasurer and through them, the Committee of the OJFC.

Position Responsibilities

- First point of call for all registration enquires.
- Monitor and respond to all registration emails
- Manager player transfer applications (in/out)
- Follow up pending player applications
- Provide regular reports for Team App population
- Provide monthly Reports for committee meetings
- Manage the Blue Q system
- Contact new and expired volunteers
- Escalate any issues to the executive in a timely fashion

Skills & Background experience required

- Competent with computer skills - MSOffice
- Analysis of data using Excell,
- Familiar with the Sporting Pulse Database and reporting system.
- Blue Q database knowledge and experience.
- Knowledge of WWC legislation, child safety and processes.
- Good interpersonal skills, ability to communicate with players and parents both verbal and written.
- Knowledge of SMJFL Bylaws (or equivalent experience) and league requirements relating to club volunteers - accreditation of coaches and other team officials.
- Experience in sporting club administration highly regarded.
- Passion to promote the club and its programs to prospective and existing player members.

Communication

- To provide the Vice President, President, Treasurer with information as required

Ethical

- Treat all OJFC player/parent and club information as strictly confidential
- Signing of this Position Description will be considered a binding confidentiality agreement.

Days/Hours: 10 hours per week

These hours are flexible and to be completed over February – April (3 month period)
OJFC to be invoiced monthly (with ABN) EOM February, March, April

Position Offered By: Name: _____

Signed: _____ Date: _____

Incumbent Statement: I have read, understand and accept the above Position Description.

Name: _____

Signed: _____ Date: _____