

Volunteer Position Description

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|  Position  | Location  | Position Description Completed |
| Club Administrator | [Name] Surf Life Saving Club | [DD] [Month] [YEAR] |

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| PURPOSE STATEMENT |
| Club Administrators are responsible for the day to day administration of a club and may closely support the president to ensure effective running of a club. The admin will complete tasks to support key tasks to  |

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| Role & responsibilities |
| **All Club Administrators will:*** Call for and receive nominations for committees and other positions for the club Annual General Meeting (AGM)
* Collate and arrange printing of the annual report
* Collect and collate reports from Club Management Teams
* Coordinate annual presentations and awards
* Support delivery of relevant sections of the club management strategic plan
* Ensure circulation of minutes to committee members within 7 working days to the next meeting
* Ensure that the Public officer of the club carries out their duties and assist them where needed
* Maintain data entry SurfGuard and ensure records are current
* Maintain files, including (but not limited to) legal documents, constitutions, leases and title
* Maintain newsletters
* Make arrangements for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly
* Perform the general routine administration of the club
* Provide a copy of all major correspondence in and out to the monthly meetings
* Receive, record, read, reply and file correspondence promptly
* Support the Club Management Team with Annual Club Compliance
* Take minutes of meetings and maintain a copy for records

**Depending on their skills, experience and availability, some Club Administrators will also:*** Work with Club Management Team to support day to day administration tasks across portfolios
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| ROLE ENTRY REQUIREMENTS |
| * Be a current, financial member of SLSNSW Club or service
* Working with Children Check (or willing to obtain)
* Working knowledge of Microsoft Office
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| KEY CHALLENGES IN THE ROLE |
| * Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
* Time management while responding to clubs visitors that drop in
* Prioritising of conflicting tasks
* Succession planning
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| SELECTION CRITERIA |
| ESSENTIAL SKILLS |  | ESSENTIAL KNOWLEDGE |
| * Ability to manage own workload, consistently adhering to SLSNSW protocols
* Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport
* Ability to seek assistance and support when required
* Ability to work in a high-pressure environment
* Ability to work within a team and delegate tasks appropriately
* Basic computer skills
* Clear communication skills
 |   | * Knowledge of relevant local, state and national policies, guidelines and procedures available.
* Microsoft Office
* Self-awareness in relation to their level of competence and any limitations.
* SurfGuard
* Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation.
* Understanding of responsibilities around confidentiality including its limitations.
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| PREFERRED QUALIFICATIONS OR EXPERIENCE  |
| * Previous administration or reception experience
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| PERSONAL CHARACTERISTICS |
| * Ability to adapt style
* Community minded
* Flexibility
* Genuine interest in helping others
* Good moral judgement
* Good prioritisation skills
 | * Integrity
* Organised
* Professional yet affable
* Resilient
* Self-awareness – insight into competence
* Self-directed (self-control and management)
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| **KEY STAKEHOLDER RELATIONSHIPS** |
| * SLSNSW Members
* Club and Branch Presidents
* SLS Club Secretary
* SLS Club Captain
 | * SLS Club Management Team members
* SLS Junior Activities Chair
* SLSNSW Branch and SLSNSW authorities
* Previous and other current holders of the role
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