

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 | | |
| 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 | | |
| 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. |
| PREFERRED QUALIFICATIONS OR EXPERIENCE | | |
| * Previous administration or reception experience | | |
| 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) |
| **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 |