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| C:\Users\Jane\Dropbox\Warners Bay FC (1)\2014\logo.jpg | Warners Bay Football ClubJohn StWarners Bay NSW 2282*Phone:* 02 4948 5647*Email:* warnersbayfc@macquariefootball.net.au*Web:* www.warnersbayfc.com.au  |

Position Description

**Warners Bay Football Club Administrator**

Employment type: Casual

Location: WBFC Clubhouse, John Street, Warners Bay

Supervisor: WBFC President

Salary: Negotiable

**Overview**

The club administrator is responsible for all the administrative aspects of running a large community sporting club. The administrator will oversee the registration of players, organisation of teams and the provision of the equipment and resources necessary to ensure the playing community’s experience of WBFC is professional, efficient and enjoyable. The administrator will work with WBFC, its Committee and associated stakeholder organisations to ensure that Club statutory requirements are met. As the “face” of WBFC, the administrator will be a key point of liaison, providing high quality customer service to players and families.

**Duties/Responsibilities**

* Coordinate and carry out game-day office administration including field setup, reception, sales of merchandise, handling registration issues and payments, correct completion of WBFC teamsheets, ensuring teams undertake their rostered duty, management of game leaders including payments, recording accidents or injuries, entering scores online, and end of day packup.
* Coordinate and carry out non game-day activities including distributing meeting minutes, updating of website and social media, liaison with, liaison with teams/coaches/managers for all relevant WBFC activities, assist with organising Presentation Day, ordering of merchandise, preparation of any correspondence and reports.
* Liaison with key stakeholders including Macquarie Football and Northern NSW Football re fixtures and other club responsibilities, the Referees’ Association and Lake Macquarie council including attendance at council arranged meetings as required.
* Assist with other duties as directed including, but not limited to, helping the canteen at peak periods.
* Assist with pre-season activities including registrations, Team Identification Day, team formation, appointment of coaches and managers.
* Main point of contact for all enquiries from the WBFC playing community.
* Maintain a clean and tidy workplace and comply with all relevant workplace health and safety procedures and requirements.

**Skills**

A high level of competency in all areas of office administration including cash handling.

A high level of competency in Microsoft Office, website maintenance and online systems.

Excellence in customer service.

An ability to deal with difficult customers and volunteers.

**Experience**

Two years experience in a front line customer service role.

**Desirable**

Previous experience with a sporting association.

Drivers licence.

**Salary**

Negotiable

**Enquiries**

Enquiries and applications should be directed to WBFC Secretary Mark Hickey.

mandchickey@bigpond.com / 0425 268905