



**POSITION DESCRIPTION:** Club Administrator – Casual contract

**PURPOSE:** The main objective of the Club Administrator is to assist the Executive Committee in delivering on the Cairns Crocs Strategic Plan (2012-2017). The goals of this plan are:

- To increase club membership and participation in triathlon.
- Develop reputation for running safe, quality, 'fair play' events that benefit the community.
- To have sufficient, reliable equipment to run safe, quality events and support the club's growth
- To adopt best practice club administration.

The administrator will also work with the committee and volunteer race directors to improve coordination of events and club management and professionalism.

**PRINCIPAL ACCOUNTABILITIES:**

- Assist the Race Directors to:
  - Obtain relevant permits and approvals;
  - Develop a race directors handbook/manual for each race venue;
  - Develop an information booklet for each race;
- Improve marketing and promotion of the club and events
- Other tasks as assigned by the Executive committee that fit within budgeted hours.

**ORGANISATIONAL CHART:** Reports through to the President or nominated representative.

**DIMENSIONS:**

- Budgetted hours of work per week: 10 (flexible with work load)
- Work Location: Incumbent is to provide own place of work
- Expenditure enabled through current budget with approval from executive committee

**SKILLS/ KNOWLEDGE:**

- Ability to use Microsoft applications;
- Ability to use Social Networking applications;
- Ability to manage own work load and work unsupervised;
- Ability to maintain confidentiality.

**EXPERIENCE:** Previous experience in a similar role with a sporting or not-for-profit club is highly desirable.