

Club Administrator Role Description

Overview of the role

The Club Administrator is vital to the running of the venue, supporting the club's chairperson, coaches, and Secretary with club administration with membership and user's session data.

What the role involves

Exact responsibilities will be agreed but will likely include

- Taking registers at sessions
- Recording new first-time forms on the club database
- Recording membership details on the club database
- Recording sessions takings.
- Working with the secretary and chair on agreed specific tasks
- Being aware of club events and offers with communication with marketing and social media coordinators

Skills and experiences needed for the role

- Good organisation skills
- Good personal skills – being approachable and friendly
- Good communication skills
- Good general administration and IT skills

Training and support available

No specific training is needed for this role but, before starting, you will receive training on the club database and the recording sheets and Matt will be your main source of support going forward.

Commitments

- There is no set time commitment for this role, so the amount of hours you volunteer will depend on your availability and time. As a guidance, this is likely to take an average of 2 hours per week but this will be agreed beforehand
- Attendance at our committee meetings as required

Further Information

- This role WILL require a DBS check