



## POSITION DESCRIPTION

---

Position: Administration Officer

Member of the Executive Committee

Responsibility: This position has responsibility for administrative aspects of the Club not otherwise addressed by the Treasurer, Membership Officer and Secretary, primarily being to coordinate, book and maintain facilities hiring for the club, and input team and player data into Waverley Basketball Association's (WBA) Club Express application. This position works closely with Stonnington Council, Sacre Coeur, Glen Eira College, Penpraze Park Committee of Management/ Malvern Primary School, any other venues we may hire and WBA.

Tasks – Facilities coordination:

- Coordinate and plan current and future training venue requirements and times prior to each season and ensure all facilities are in place. Complete the court facility hiring booking forms for Stonnington Council in December for Orrong Romanis and Penpraze Park. Application runs on calendar year. Separate applications required for each facility.
- Work out and advise the Secretary and Coaching Director all training dates for each season considering school holidays, public holidays and the season dates of WBA.
- Obtain Insurance Certificate of Currency from Basketball Victoria annually each September.
- Act as primary contact for all facilities and maintain key registers and spare keys for courts.
- Ensure at the beginning of each season keys are provided to coaches needing to open facilities. Keys should be signed for when distributed at the beginning of the season and collected at the end of each season.
- Book training for throughout the year
- Book Penpraze Park for Over 35 training, older girls' teams training, team selections, Presentation Days and Cubs Clinics (Terms 1 and 3).
- Liaise with Stonnington and Penpraze Park Committee for all issues with training facilities under their control.
- Liaise with Sacre Coeur with regard to training dates and times, as per the agreement and ensure contracts are in place.
- Work with the Treasurer to review accounts from all facilities to ensure accuracy with actual dates trained and assist with budgeting for future expenses.
- Arrange additional training venues as required by the Executive Committee.

Tasks – Club Express:

- Work with the Membership Officer to input teams and players into Club Express before the season commences (approx. 20-25 hours)
- Monitor and update Club Express during the season (approx. 1-2 hours per week) including liaising with the Membership Officer and WBA over team changes.

Effort: This is a voluntary position within the Club and is key to its success.

---

Position description – Administration Officer

20 September 2016