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| **POSITION DESCRIPTION – Assistant Administrator** | |
| **Organisation:** |  |
| **Job Title:** | Assistant Administrator of *(Association name)* |
| **Position Type:** | Voluntary / Paid |
| **Reports to:** | Administrator of *(Association name)*  President of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Between 5 and 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  The role of the Assistant Administrator is to assist the Association in all aspects of office work and general administration | |
| **Knowledge/Skills**   * Effective communication and organisational skills * Capable of using Microsoft Word and Excel * MyNetball training is desirable | |
| **Typical time commitment**   * *Approximately 5 hours per week over the year* * *Approximately 10 hours per week during the registration period, generally February to April* * *Saturday mornings during winter season (18 weeks, generally May to September) may be required* | |
| **Responsibilities and Duties**   * Assist in office work and general administration * Help members complete online registrations * Attend committee meetings as required * Communicate with members, Netball WA, and other Associations * Assist committee in preparing calendar for the season * Help with running weekend competitions if required * Assist in producing submissions for grants and sponsorship * Respond to enquiries from members * Assist with any additional duties where possible   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Association name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Association name)* * Use one’s skills in a positive and engaging way   For further information regarding this position please contact *(Association name) (Association contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |