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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
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| **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*
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| **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
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| **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*** |