

## Sample Job Description

<b>POSITION TITLE:</b>	Club Administrator
<b>REPORTS TO:</b>	President
<b>DIRECT REPORTS:</b>	Manager of Recreational Programs, Bookkeeper
<b>DATE:</b>	January 1, 2009
<b>PURPOSE OF THE POSITION</b>	The Club Administrator is responsible for the day-to-day operational business of the club to ensure smooth and timely operations.

### **PURPOSE OF THE POSITION**

The Club Administrator is responsible for the day-to-day operational business of the club to ensure smooth and timely operations.

### **Responsibilities:**

1. Oversees the office, ensures reporting deadlines are met, and establishes office hours to meet the demands of the club while being sensitive to the budget.
2. Works with the Bookkeeper and Treasurer to develop the club's budget and presents the budget to the Board of Directors for approval.
3. Oversees all expenditures, payroll and bookkeeping needs and monitors the budget for variances.
4. Assists the Head Coach in developing programs, and scheduling classes and staff.
5. Oversees all aspects of registration, birthday parties and other special events.
6. Continually monitors policies and procedures to ensure efficiency; drafts revised policies for review and approval by the Board and ensures successful implementation.
7. Develops advertising and promotional programs within the approved budget and monitors their effectiveness.
8. Conducts regular staff meetings and ensures there is adequate communication to staff, the Board, athletes and parents.
9. Attends all Board meetings and ensures they are provided with the required written reports; prepares and circulates minutes.
10. Works with the Head Coach recruiting, hiring and terminating staff and keeps the Board informed of any significant changes.
11. Identifies staff training needs.
12. Liaises with the public as an information source primarily through telephone inquiries.
13. Other duties as may be assigned.

Cont'd

## Sample Job Description Cont'd

### POSITION LINKS AND PROGRAM DIMENSIONS

- Works closely and cooperatively with the Head Coach in maintaining the day-to-day operations of the club.
- Liaises with other clubs, provincial sport organizations, etc. to collect and share relevant information.
- Works with staff and volunteers associated with the work at hand.

### WORKING CONDITIONS/ SPECIAL REQUIREMENTS

- Requires ability to work in a highly dynamic and flexible client service environment.
- Located in a typical office environment where there are lots of interruptions.
- On occasion, is required to work irregular hours and be on-call for emergencies for time sensitive and priority issues.

### TOOLS / EQUIPMENT

- Uses office tools and equipment such as computers, laptops, scanners, photocopiers, calculators, fax machines, telephones and sets up audio-visual equipment for meetings and training events.
- Proficient computer skills (MS Office, including Excel, PowerPoint and familiarity with database and desktop publishing programs).

### CANDIDATE PROFILE

#### Education

Post-secondary diploma in administrative management is desirable.

Minimum 2 years office management experience.

#### Skills and Knowledge

- Positive attitude, enthusiastic, team player
- Superior written and oral communications skills
- Strong interpersonal skills and the ability to deal professionally with people over the telephone and in person
- Good problem solving skills
- Commitment to providing superior customer service
- High degree of initiative

Approved by Employee:

Approved by Manager:

Date: