

Onslow Junior Football Club

Club Administrator

Job Description

The Club Administrator role plays a pivotal role in the efficient operation and administration of the Onslow Junior Football club. This role is responsible for the operational management that ensures the smooth running of Onslow JFC programmes, Nairnville turf & grass, and supporting the Treasurer with invoicing and payments.

Duties include:

- Turf & grass bookings with WCC
- Team turf & grass allocations
- Programme setup and operational comms including
 - In season programme
 - Holiday programmes
 - Term 1 & 4 programmes
 - 2v2 / 3v3 competition
- Football for All management
- Invoicing & Xero maintenance
- Payments setup
- Treasurer support
- Grant applications
- Other club support tasks as agreed

Attributes required:

- Good organisational skills
- Computer skills
- Trustworthy
- Good communication skills
- Knowledge of bookkeeping and financial management is beneficial

Estimated Time Commitment Required:

Average time spent 2-4 hours per week, in particular when receiving registrations for Onslow programmes.

Remuneration

This is a paid contract role for the hours worked. The hourly rate will be a minimum of the [living wage](#), which is currently \$26 an hour, up to \$30 an hour.