



## Position Description: Club Administrator

**Position Type:** Contractor Part Time - up to 15 hours

**Location:** Hybrid (Mentone Mustangs Office & WFH)

**Reports to:** Club President

### Role Overview:

The Club Administrator will be responsible for managing the day-to-day administrative functions of the Mentone Mustangs Basketball Club. This role ensures that all operational, communication, and member coordination tasks are efficiently executed, supporting the club's activities throughout the season.

### Key Responsibilities:

1. **Record Keeping:**
  - Oversee the process to ensure all coaching accreditation requirements are met, including WWC checks and Member Protection Declarations.
  - Assist in maintaining up-to-date coach qualification records.
  - Work with the coaching administrator to manage communication and deadline adherence for accreditation.
  - Use Operandio, Play HQ, and Team app to maintain accurate records. Liaise with SBA to provide a summarised team list and any other required data at the start of the season.
2. **Finance Administration:**
  - Oversee invoicing and receipting for accounts.
  - Manage member, player, and coach refunds and reimbursements.
  - Collect and distribute club mail.
  - Coordinate and manage relevant grant funding offers.
3. **Membership and Database Management:**
  - Maintain the club's membership database, ensuring accurate records for players, coaches, and officials.
  - Control and manage access to documents via the club's document drive.
4. **Policy Development:**
  - Complete and review club policy documents, ensuring they are published on the website.
  - Administer the end-of-season survey and analyse feedback, ensuring updates are made to member records.
5. **Committee Support:**
  - Assist with the induction of new committee members and facilitate member handovers.
  - Contribute to the agenda for committee meetings and provide necessary reports.
  - Support committee operations and assist with AGM materials.
6. **Marketing and Communications:**
  - Maintain the club's website (WIX) and manage social media pages (e.g., Facebook).
  - Develop and publish printed communications, posters, and digital content using tools like Canva.
  - Coordinate key communications via Team app to ensure committee members are informed and involved.
  - Assist with event organisation, including Grand Final weekend decorations and BBQ support.
7. **Uniform and Trophy Support:**
  - Assist uniform coordinators with managing stock, scheduling uniform sessions, and maintaining records in Play HQ.
  - Support the Trophy Coordinator with planning the Presentation Night, including trophies, venue, and raffle prizes.
  - Assist with training schedule development and venue management.

**8. General Administration:**

- Act as a liaison between the club and the association.
- Maintain records related to member feedback, complaints, and inquiries.
- Assist in the coordination of programs related to grants, member development, and wellbeing.

**9. New Season Arrangements:**

- Ensure all new season arrangements are completed, including updating the website and Team app.
- Create and share team lists and contact sheets, ensuring access for committee members and archiving previous season data.
- Update website content, including registration links, season calendars, and age group charts.

**10. Services Management:**

- Manage insurance coverage and ensure the Certificate of Currency is provided to training venues.
- Oversee the club's rental agreements and ensure payments are up to date.
- Ensure website hosting services are managed and paid as required.
- Ensure all other service agreements are up to date and financial.

**11. Additional Administrative Tasks:**

- Perform other administrative tasks as directed by the committee. These tasks will be carried out in alignment with the club's needs and priorities and may vary from season to season or based on special projects or events.
- Maintain a positive relationship with key stakeholders in the community.

**Skills and Experience:**

- Strong organisational and administrative abilities.
- Experience with website management (WIX), social media, and communication tools (Team app).
- Proficiency in databases and record-keeping platforms such as Play HQ and Operandio.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team to ensure smooth operations.

**Contractor Requirements:**

- Must hold an Australian Business Number (ABN).
- Will not be a direct employee of Mentone Mustangs.
- Responsible for own tax, superannuation, and any other financial obligations.
- Ability to invoice Mentone Mustangs for hours worked.

This position reports directly to the Club President and plays a key role in the effective operation of the Mentone Mustangs Basketball Club. The Club Administrator will ensure administrative tasks are efficiently managed, with flexibility to take on additional tasks as required by the committee.

**How to Apply**

Interested applicants should submit a cover letter and resume outlining their suitability for the role to [presidentmentonemustangs@gmail.com](mailto:presidentmentonemustangs@gmail.com)