



Taupō AFC Junior Administrator Position Description

Position: Taupō AFC Junior Administrator

Location: Taupō New Zealand

Reports to: Taupō AFC President

Purpose: Provide administration resource to Taupō AFC through the undertaking various functions.

Key Responsibility Areas

Funding Applications & Purchases

- Obtain quotes for items as requested. Prepare funding proposals for consideration by Taupō AFC Committee.
- Apply for club funding from a variety of sources.
- Following the approval of the Taupō AFC Committee, make purchases and distribute as necessary.

Junior Enrolments and Registrations

- Represent Taupō AFC in schools (or alternative such as Taupō Sports House) at winter enrolments to promote Taupō AFC and take registrations.
- Build spreadsheet of registrations.
- Keep up-to-date spreadsheet of teams including parent / guardian contact details.
- Consider late registrations - allocate into teams if practical, in consultation with Junior Coordinator and relevant coach.
- Maintain close contact with Club Treasurer and Junior Coordinator when taking registrations.

Juniors - General

- Check all Junior Football email correspondence a minimum 3 times per week. Reply to emails as relevant. Forward any complaints etc to Junior Coordinator. Ensure Junior Coordinator stays informed.
- Email and post notices as relevant to junior members.
- Attend Junior meetings (typically 3 – 4 per year), prepare agenda, take minutes.
- Summer Football administration – prepare and distribute flyer, take registrations, prepare draw.
- Prepare Junior winter season draw
- Skill Centre and Development Squads - send out notices and take registrations.
- Reps football - Apply for tournaments for rep teams in consultation with Junior Coordinator. Arrange payment through Club Treasurer.
- Organise trophies being returned. Organise engraving.
- Organise venue for prize-giving and assist committee in general planning for prize-giving.
- Post relevant messages on facebook and/or the club website.
- Keep club website up-to-date with details of senior draw and with relevant junior notices.

Health, Safety and Wellbeing

- Take responsibility for your own health and safety.
- Ensure you won actions keep self and others safe.
- Identify, report and assist to eliminate hazards/risks in workplace.
- Participate in local work place safety management practices.
- Participate in workplace wellbeing initiatives.
- Ensure compliance under Health and Safety at Work Act 2015.



Position Dimensions

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| 1 Employment type | <ul style="list-style-type: none"> • Contractor/ self-employed. |
| 2 Functional Relationships: <i>Internal</i> | <ul style="list-style-type: none"> • Taupō AFC President • Taupō AFC Junior Coordinator • Taupō AFC Treasurer • Taupō AFC Junior Committee |
| 3 Functional Relationships: <i>External</i> | <ul style="list-style-type: none"> • Schools • Parents / care-givers of junior members. • WaiBOP • Football NZ • TDC – Events Facilitator and parks and Reserve Manager • Private Skill centre owners (e.g Ricki Herbert Academy) |
| 4 Financial Delegation | <ul style="list-style-type: none"> • None |
| 5 Travel Required | <ul style="list-style-type: none"> • Within the confines of Taupō |
| 6 Requirements for role | <ul style="list-style-type: none"> • Computer, with Microsoft Excel. |

Person Specification

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| 1 Qualifications and Experience | <ul style="list-style-type: none"> • Current Drivers Licence. • Minimum 2 years sports coordinator role or football club committee experience. |
| 2 Skills and Behaviours | <ul style="list-style-type: none"> • Strong interpersonal and communication skills, including oral and written communication and particularly the ability to distribute information in a way that is understandable by a range of audiences. • Good interpersonal skills. • Facebook account and knowledge. • Understand of how website works; keep up-to-date. • Good analytical skills and attention to detail. • Computer literate; proficient in Windows 7 or later, MS Word & Excel and other Microsoft Office applications. • Social media savvy, including facebook and ability to maintain the club website. • Able to personally cope with ambiguity and change. • Able to work effectively and competently with people at all levels; within and external to the organisation. • Ensures that confidentiality is respected and maintained at all times. • High levels of motivation and energy. • Consistently demonstrates trustworthiness, integrity, professionalism and honesty. • Genuine interest in youth football |