



Logan Metro Football Club Position Description – Registrar/Administrator

JOB TITLE:

Registrar / Administrator

OBJECTIVE:

To manage and administer the club's membership in an effective and efficient manner. This includes close liaison with Football Federation Queensland through the MyFootballClub database system. Also to provide administration support to the secretary

RESPONSIBILITIES:

- Develop and maintain strategies for the ongoing expansion of the membership base of the club. .
- Provide the committee with recommendations for improvements to membership practices for consideration
- Provide all members' details to the Secretary to maintain the club database.
- Understand MyFootballClub system and attend 'System Training' session at the beginning of the season or as required by FFV or the club.
- Check club email address on a daily basis for updated Registration information.
- Process registrations via MyFootballClub as required for members (players, volunteers, coaches etc).
- Maintain member details as required by MyFootballClub.

RELATIONSHIPS:

- The Registrar/Administrator reports to the President, Secretary and General Committee.
- Will have a close relationship with team coaches, team managers and players

ACCOUNTABILITY:

- The Registrar/Administrator is accountable to the President, Secretary and Treasurer.

The estimated time commitment required as the Registrar/Administrator is up to 2 hours per week. This will be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Computer literate in the various Microsoft applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Financial skills/knowledge.
- Report writing skills for General Committee reports.