



STATEMENT OF DUTIES

2024

Position Title: CDCC Club Coordinator

Award: Sporting Organisations Award, Clerical and Administrative Grade 4 - 6

Supervisor: President, Clarence District Cricket Club

Employment Conditions: Fixed-term Part-Time, 25 hours per week.

The Role

The CDCC Club Coordinator will provide:

- efficient and effective cricket operations, including ground & site operations,
- administrative and financial support for the Clarence District Cricket Club, and
- coordination of the Clarence on the Bay Function Centre.

The position will be based at the Clarence District Cricket Club, 46 Kangaroo Bay Drive, Rosny.

Level of Direction and Supervision

While the work will be to support the Club Treasurer and Cricket Operations Manager, the CDCC Club Coordinator will report to the Club President.

Primary Duties

Support the club's cricket program and cricket operations.

This includes:

- Provide support to the club's Cricket Operations Manager as reasonably requested.
- Manage the Club's PlayHQ setup, in particular the Player Registration process.
- Provision of team captain/coach requirements prior to matches (i.e.: Balls, Stumps, Bails, Team Sheets, Ground Keys).
- In conjunction with the Committee communicate to captains/managers/coaches' instructions for use of Kangaroo Bay Oval on match days.
- In conjunction with Coaches, develop, maintain, and communicate an effective training net roster.
- Manage ground and net hire bookings for trainings in line with Coach requirements and budgetary guidelines (including cancellations)
- Manage ground hire bookings for club matches.
- Provider support to the Apparel Coordinator
- Order cricket equipment as required within set financial parameters.

- Assist the Scorers Coordinator with management of scorers as reasonably requested, including training arrangements and ensuring equipment is ready for collection/use weekly.
- Order/collect end of season trophies, including ensuring Perpetuals and Honour Boards are updated.
- Manage each Grade's player of the year voting, communicating with relevant personnel to ensure data is accurately maintained.
- Other duties as required to support the club's cricket operations.

Support the Committee with administration and financial management.

This includes:

- Managing CDCC email correspondence
- Complete weekly banking as required.
- Invoicing for cricket and Function Centre requirements.
- MYOB transaction input.
- Process inputs for payment approval by authorised signatories.
- Reconcile EFTPOS system with Bank Statement.
- Complete stock takes of apparel and cricket balls as required.
- Preparation of finance reports for Committee
- Website update
- Submitting BAS payment
- Super payment

Support the operation of the Clarence on the Bay Function Centre

This includes:

- Taking and managing Function Centre bookings
- Managing all communication associated with the Function Centre
- Managing the "Clarence on the Bay" marketing (e.g. Facebook page).
- Waste management coordination.
- Rostering staff.
- Room set up and preparation.
- Ordering stock and managing stock take.
- Deliveries
- Stocking fridges
- Maintaining cleaning practices and contracts.
- Reporting to the Committee on Function Centre operations.

Support the Club Committee

This includes:

- Provide administrative support for the operations of the club's junior teams.
- Attend Committee meetings.
- Ordering of stock for the Museum Bar.
- Assist with the organisation of the Annual Dinner.
- Compile the Club's Annual Report.
- Other duties as required to support the club's overall operations.

Essential Requirements

The staff member must:

- Be a current holder of a Tasmanian Working with Vulnerable People Registration.
- Maintain appropriate confidentiality about dealings of, and information acquired by, the employee during that employee's employment.
- Work In accordance with the *Work Health and Safety Act 2012*, including maintaining safe working conditions and practices while taking reasonable care for their own health and safety and ensuring their actions do not adversely affect the health and safety of others.
- Utilize information management systems in a responsible manner.
- Have an ability to build and sustain positive working relationships, including being a positive role model and ambassador for the Club.
- Behave in a manner that is consistent with the club's values, policies, and procedures, and supports the club's good reputation.

Desirable Requirements

- A capacity to deliver the position's outcomes with a high degree of independence.
- Show initiative and flexibility and a demonstrated ability to adapt to meet changing work requirements by effectively managing work priorities within established timeframes.
- Possess a sound knowledge of sports administration principles, including well developed communication and information technology skills.
- A demonstrated ability to undertake financial and administrative activities including experience with MYOB.
- Experience in hospitality and coordination of Function Centre operations.