



Position	Location	Position Description Completed
Club Administrator	Avoca Beach SLSC	1st of June 2026

PURPOSE STATEMENT

Club Administrators are responsible for the day to day administration of a club and may closely support the president to ensure effective running of a club. The admin will complete tasks to support key tasks to run the Club effectively and efficiently.

ROLE & RESPONSIBILITIES

All Club Administrators (in conjunction with paid office staff) will:

- Call for and receive nominations for committees and other positions for the club Annual General Meeting (AGM)
- Collate and arrange printing of the annual report
- Collect and collate reports from Club Management Teams
- Coordinate annual presentations and awards
- Support delivery of relevant sections of the club management strategic plan
- Ensure circulation of minutes to committee members within 7 working days to the next meeting
- Ensure that the Public officer of the club carries out their duties and assist them where needed
- Maintain data entry in SurfGuard and ensure records are current
- Maintain files, including (but not limited to) legal documents, constitutions, leases and title
- Maintain newsletters
- Make arrangements for club meetings including agenda, venue, date, etc, in consultations with the Chairperson and advise members accordingly
- Perform the general routine administration of the club
- Provide a copy of all major correspondence in and out to the monthly meetings
- Receive, record, read, reply and file correspondence promptly
- Support the Club Management Team with Annual Club Compliance
- Take minutes of meetings and maintain a copy for records

Depending on their skills, experience and availability, some Club Administrators will also:

- Work with Club Management Team to support day to day administration tasks across portfolios

ROLE ENTRY REQUIREMENTS

- Be a current, financial member of SLSNSW Club or service
- Working with Children Check (or willing to obtain)
- Working knowledge of Microsoft Office

KEY CHALLENGES IN THE ROLE

- Engaging with and educating volunteers who may be resistant to new SLSNSW and SLSNSW Branch processes
- Time management while responding to club visitors that drop in
- Prioritising of conflicting tasks
- Succession planning

SELECTION CRITERIA

ESSENTIAL SKILLS	ESSENTIAL KNOWLEDGE
<ul style="list-style-type: none"> • Ability to manage own workload, consistently adhering to SLSNSW protocols • Ability to respond appropriately to members requiring support, using conversational skills to create a supportive environment and develop rapport • Ability to seek assistance and support when required • Ability to work in a high-pressure environment • Ability to work within a team and delegate tasks appropriately • Basic computer skills • Clear communication skills 	<ul style="list-style-type: none"> • Knowledge of relevant local, state and national policies, guidelines and procedures available. • Microsoft Office • Self-awareness in relation to their level of competence and any limitations. • SurfGuard • Understanding of reporting and recording requirements of sensitive information in adherence with privacy legislation. • Understanding of responsibilities around confidentiality including its limitations.

PREFERRED QUALIFICATIONS OR EXPERIENCE

- Previous administration or reception experience

PERSONAL CHARACTERISTICS

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| <ul style="list-style-type: none"> • Ability to adapt style • Community minded • Flexibility • Genuine interest in helping others • Good moral judgement • Good prioritisation skills | <ul style="list-style-type: none"> • Integrity • Organised • Professional yet affable • Resilient • Self-awareness – insight into competence • Self-directed (self-control and management) |
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KEY STAKEHOLDER RELATIONSHIPS

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| <ul style="list-style-type: none"> • SLSNSW Members • Club and Branch Presidents • SLS Club Secretary • SLS Club Captain | <ul style="list-style-type: none"> • SLS Club Management Team members • SLS Junior Activities Chair • SLSNSW Branch and SLSNSW authorities • Previous and other current holders of the role |
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