

Club Administrator – Avalon Beach SLSC

Responsible to: Club President and Director of Administration

KNOWLEDGE AND SKILLS REQUIRED

- Communicate effectively
 - Keep well informed of the Club's activities
 - Demonstrate a high level of enthusiasm when representing the Club to members, other organisations and general public
 - Maintain a level of privacy to the Club and its activities whilst maintaining confidentiality and respect towards members
 - Maintain effective and efficient administration
 - Have a good working knowledge of the Constitution, rules and the duties of all officeholders and subcommittees
 - Have a good knowledge of organisational governance.
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FUNCTIONAL RELATIONSHIPS

- Club President, Director of Administration, Director of Finance, Director of Education, Director of Life Saving, Club Caretaker/s, Building Officer

OTHER RELATIONSHIPS

- Other Board of Management, Club Officeholders, Life Members, members, and community.
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SOFTWARE EXPERIENCE (preferred but not essential)

- AxTrax
 - Xero
 - MS Office/Sharepoint
 - Wordpress (website)
 - Canva
 - Facebook/Instagram
 - Mailchimp (newsletter)
 - Surfguard / SLS Members Area
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KEY RESPONSIBILITIES

1. Club Security & Access

- Program and disable member/hirer access fobs.
 - Conduct an annual audit against current membership and fob permissions.
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2. Finance Administration

- Support the Director of Finance with financial operations, including invoice preparation, payments (via Xero), and reconciliations.
 - Maintain records for donations and grants.
 - Bank cash/cheques and manage EFTPOS/credit card transactions.
 - Follow up aged receivables.
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3. Club & Office Administration

- Serve as first point of contact for members, Branch, media and general public.
 - Manage Club communications: email, phone, PO box, and deliveries and respond, distribute, redirect or file as required.
 - Maintain supplies and stationery for office.
 - Maintain Gear and Equipment records
 - Prepare Annual Insurance Statement for Club
 - Support Board members and committees with admin requests, report preparation, and correspondence.
 - Administer MSOutlook Club email address, Surfguard access and SLSA store privileges for new portfolio holders.
 - Maintain digital records (e.g., constitutions, leases, insurance documents) in SharePoint.
 - Manage lost property register and prepare donation acknowledgement letters.
 - Ensure internal/external communications are timely and accurate: newsletters, member updates, website and social media platforms and maintain sites as required.
 - Respond to Facebook messages and manage member group access.
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4. Member Services

- Prepare welcome packs for new/returning members.
- Maintain perpetual records: BoM/Officeholder lists, award recipients, injury reports.
- Arrange parking permits
- Arrange perpetual award engravings and Life Member/Distinguished Service board.
- Coordinate Life Member & Service Honours events: invites, RSVPs, catering, gifts.
- Support Awards Night and AGM with presentations, certificates, and logistics.

5. Registrar Duties (Seniors & Nippers)

- Set and update membership fees/pricelists in SurfGuard.
- Process new and renewing member enquiries and ensure correct membership category allocation.
- Monitor and support online renewals, transfers, and age-based category changes.
- Prepare and manage weekly Nipper rolls.

6. Lifesaving & Education Support

- Assist Director of Lifesaving/Education with admin tasks: patrol rosters, course promotion and participant lists, training logistics, patrol uniform/equipment orders.
- Manage TryBooking course setups and pre/post-course communications.

7. Communications & Promotions

- Craft content for members and public: sponsorship news, course invites, events, achievements, community updates and promote via social media channels.
- Maintain and populate monthly member newsletter.
- Maintain website content and newsfeed
- Capture and use Club photography to support stories.
- Promote participation and Club engagement (e.g., 24-hour row, health offers) via social channels and newsletters.
- Respond to external enquiries and promote Club visibility.

8. Grants & Compliance

- Assist with grant applications, acquittals, and procurement (BSEF, CLEG, Patrol Uniform Subsidy).
- Maintain grant tracking spreadsheet.
- Support MPIO and compliance reports as needed.

9. Event & Stakeholder Support

- Administer Club events in collaboration with Event Manager and committees.
 - Prepare communications for stakeholders: sponsors, Council, and supporters.
 - Manage RSVPs, invitations, and post-event acknowledgements.
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10. General & Ad Hoc Duties

- Process Singapore Bronze Medallion memberships.
- Maintain Club asset register and prepare annual insurance declaration.
- Monitor Club “pulse,” proactively identifying issues and notifying appropriate leads.
- Support Heritage and LMSHAC committees, and maintain office tidiness and balcony plant upkeep.
- Coordinate venue/facility issues with the Building Officer/Caretaker.
- Order First Aid equipment and Club assets as required.