



CHRISTCHURCH UFC

Senior Administrator

Position Description

Overview:

The Senior Administrator is the chief administration officer of the Christchurch United Football Club Inc. for teams and players in the senior grades of the Club. This role provides the coordinating link between the senior members, coaches, volunteers and the Club Committee.

The Senior Administrator reports to the President of Christchurch United Football Club Inc.

Responsibilities and Duties:

- Enter all senior player details and team movements into Fox Sports Pulse
- Monitor all senior grade transfers in and out of the Club and action these appropriately by registering or un-registering them as a member of the Club
- Makes sure all players are registered in their correct teams
- Liaise with Mainland Football staff on any matters that arise in relation to registration
- Liaise with coaches and the Club Captain on any matters that arise in the first instance
- Report to the Club Committee through the President on any matters that require special attention

Knowledge and Skills:

- Able to communicate effectively
- Be well organised
- Can maintain confidentiality on relevant matters
- Possess basic computer skills
- Able to keep up to date with provided information

Estimated Time Commitment Required

The estimated time commitment required as the **Senior Administrator** is 6-8 hours per week during the pre-season and season. An additional 20 hours is required during the off season.