

Position Description Sport Administrator

Geelong Football Umpires League

Accountabilities

1. Co-ordinate the administration of the GFUL in accordance with the policy and guidelines as determined by the Board of Management on behalf of its members.
2. Make recommendations on the representation of the GFUL at official meetings involving local football leagues, AFL Victoria Country, AFL Barwon, City of Greater Geelong, State and Federal government agencies and other stakeholders.
3. Ensure current information is communicated to members both current and life members, within established timelines. Provide monthly updates on Umpire Registrations and Working With Children Checks.
4. Administer Schedules Appointments System including media notifications, in conjunction with the Director of Umpiring and Senior Coach in each discipline.
5. Co-ordinate GFUL website updates with support from the communications board member and league statistician.
6. Administer the hiring of the GFUL facility for official and private functions to generate an income stream. Supervise the general maintenance and housekeeping of facility.
7. Manage and maintain an inventory of uniforms and equipment.
8. Other duties as directed.

Key Selection Criteria

1. Demonstrated experience in sport administration.

2. Demonstrated strong interpersonal and communication skill oral and written, including the ability to liaise and build relationships with a range of internal stakeholders.

3. Experience with the use of computer systems including standard office software such as Microsoft office applications and the ability to learn and implement new systems.

4. Ability to work independently and adopt flexible work practices, under limited supervision and complete tasks within timelines.

Updated by Bill Harrison Director GFUL 15 November 2016.