## Club Administrator Role Description

### Overview of the role

The Club Administrator is vital to the running of the venue, supporting the club’s chairperson, secretary and manager with general administrative duties.

**What the role involves**

Exact responsibilities will be agreed but will likely include

* Assisting with the day-to-day running of the club
* Working with the secretary and chair to agree specific tasks

**Skills and experiences needed for the role**

* Good organisation skills
* Good personal skills – being approachable and friendly
* Good communication skills
* Good general administration and IT skills

**Training and support available**

No specific training is needed for this role but, before starting, you will receive a briefing from [ ] who will be your main source of support going forward.

**Commitments**

* There is no set time commitment for this role, so the amount of hours you volunteer will depend on your availability and time. As a guidance, this is likely to take an average of [ ] hours per week but this will be agreed beforehand
* Attendance at our [monthly] committee meetings as required

**Further Information**

* This role does not require a DBS check