

Position Description



Volunteer Position Title:	Club Leadership Team – Membership Officer
Time Commitment:	Minimum 2 years Approximately 3 - 5 hours per week and attendance at Club LT meetings. Must be available evenings and weekends.
Reporting To:	Chair - Club LT
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Reference Checks • Working with Children check or equivalent in State/Territory

Description of the volunteer role:

The Club Membership Officer will assist the Club in meeting its ongoing accreditation compliance requirements and will be responsible for implementing agreed process improvements where necessary.

The role will be responsible for the implementation of strategies to deliver sustainable growth in membership whilst improving engagement levels across the Clubs existing member group. Additionally, the role will provide essential support to athletes and volunteers within the Club.

The ideal candidate will have proven administrative experience within a regulated environment and possess strong attention to detail.

Key Responsibilities:

- Coordinate the registration of all existing athletes, coaches and volunteers
- Assist in the registration of new members
- Provide ongoing administration support to the Club LT as required
- Develop volunteer program to meet the ongoing needs of the Club
- Oversee compliance of all members (new and existing) with regards to registration, medicals and code of conduct
- Assist the Club LT in the Club Accreditation Process (every 2 years)

Competencies, Skills, Experience, and Education:

	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Strong leadership skills with the ability to engage and influence others • Excellent organisation, administration and communication skills • The ability to meet deadlines and prioritise tasks 	<ul style="list-style-type: none"> • Thorough knowledge of Special Olympics Australia • Advance Microsoft office skills (Word and Excel) • Current Senior First Aid Certificate or willingness to obtain one

	<ul style="list-style-type: none"> • Computer literacy skills and competent with using a database • A positive and enthusiastic approach with a high degree of pro-activity 	
Experience / Education	Essential	Desirable
	<ul style="list-style-type: none"> • Previous club administration experience within a comparable organisation 	<ul style="list-style-type: none"> • Experience with the SOA accreditation process for Clubs • Previous experience with a sporting organisation • Previous membership / registration experience

Key Performance	Key Tasks	Performance Indicators
Club LT	<ol style="list-style-type: none"> 1. Assist Club in the Accreditation Process and ongoing compliance of club accreditation 2. Assist club in implementing strategies to deliver on athlete growth 3. Develop and implement volunteer management practice that addresses resourcing needs of the club 4. Accurately record athlete and volunteer information in the approved SOA database according to policy and procedures 5. Assist new members with registration 	<ol style="list-style-type: none"> 1. Club accreditation completed accurately and on-time. Ongoing compliance satisfactorily met 2. Meet KPI's set by SOA on athlete retention, satisfaction and growth 3. Meet KPI's set by SOA on volunteer retention, satisfaction and growth. Develop and implement best practice volunteer management principles as set by SOA. 4. Data captured on athletes and volunteers meet SOA requirements 5. New members supported and registration information entered into the database in a timely manner

Key Relationships and Interactions:	
Internal	SOA staff, State LT and members, Club LT and members, Sport Specific Coordinators
External	New members, Parents / carers

Special Olympics Vision, Mission, About Us, and Athletes Oath	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
About Us	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."