Job Description – Juniors Administrator

* to possess a DBS disclosure (regular weekly contact with junior players)
* to be or become familiar with administrative use of the club management system ‘ClubBuzz’

(or such system as directed by the club committee) to achieve desired outcomes, e.g. juniors

placed in their age-group team squads for email

* the ability to use ‘Excel’ & ‘Word’ or similar applications is desirable
* to assist/educate age group team managers (often parents/carers) in the use of ‘ClubBuzz’

for the selection and email notification of teams for competition

* to answer queries from parents/carers regarding all junior matters & liaise between coaches & individuals when needed
* to carry out the registration of junior players at each weekly training session and log attendances for future reference or delegate this to Coaching Group Leaders *(we must know if a child is or is not on site for every session)*
* where required, to assist/liaise with the Club Treasurer in the collection of junior monies in respect of subscriptions and festival match fees and ensure new junior members details are complete and entered onto the management system
* to keep record of Junior Award winners from previous playing seasons; to collect in the Awards during January and February each year and then arrange for the engraving for the next recipients
* in liaison with the Juniors Club Captain, to organise the Annual Junior Awards Evening.

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