



Job Description

Updated 14th August 2016

SwimZone Racing (SZR – the club) is a non-profit competitive swimming club with over 250 members. The club works closely with the SwimZone coaching business, which is a privately owned coaching business (SZR does not employ coaches). Our mission to develop competitive swimmers in the Hutt Valley by providing the resources and pathways that enable swimmers to reach their maximum potential.

Our club has reached a size where we need a highly capable and motivated Administrator to manage a range of administrative and financial tasks for the club.

This is a part time role (average of 10 hours per week), working from home, and includes attendance at a monthly Board meeting.

Role Title	<ul style="list-style-type: none"> • Administrator
Reporting To	<ul style="list-style-type: none"> • Treasurer
Duties	<ul style="list-style-type: none"> • Financial management of the club, utilising online banking and the Xero accounting package: <ul style="list-style-type: none"> ○ Accounts payable ○ Accounts receivable ○ Bank account reconciliations ○ Swimmer's account transactions ○ Contribute to annual budgeting process • Manage member registrations <ul style="list-style-type: none"> ○ Coordinate and facilitate the process for swimmers to register with the club ○ Liaise with Swimming Wellington (SW) and Swimming NZ (SNZ), when required, with regards to the registration process ○ Provide membership lists to the board, coaches and team managers so as to facilitate accurate club communication • Perform the role of lead Officials Coordinator role, working alongside a second supporting Officials Coordinator <ul style="list-style-type: none"> ○ Provide officials as required for swim meets in a fair manner so that all SZR members do their share



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	<ul style="list-style-type: none"> ○ Maintain register of SZR officials ○ Identify and organise training and education opportunities for officials to ensure we maintain the correct number of officials across the club ○ Act as club contact person for officials for outside clubs, SW and SNZ • Attend monthly board meetings <ul style="list-style-type: none"> ○ Prepare and present relevant reports for duties performed: <ul style="list-style-type: none"> ▪ Membership statistics • Assist, when required, other board members and roles within the club.
<p>Skills & Competencies</p>	<ul style="list-style-type: none"> • Strong planning, organizational and administrative skills • Ability to work without close supervision and still achieve deadlines and output requirements. • Excellent communication skills • Proficiency in the use of Xero online accounting package would be an advantage • A good working knowledge of online banking packages, word processing, spreadsheet and presentation software. • A “can do” approach to the assigned tasks and the flexibility to take on new assignments • Demonstrated time management skills • Good team work skills
<p>Relationships</p>	<ul style="list-style-type: none"> • Chairman and Board members • Parents and swimmers • Regional and national swimming organisations • Other swimming clubs • SwimZone coaching business • Hutt City Council