



## GYMPIE TOUCH ASSOCIATION CASUAL COMPETITION ADMINISTRATOR Position Description

### **Position: Competition Administrator Casual - 2022**

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**LOCATION:** Gympie Touch Club House, River Access Rd, Gympie

**REPORTS TO:** Gympie Touch Association (GTA) Executive Committee

**LIASING WITH:** GTA Management, Volunteers, Members, Players, Coaches, Referees, User groups and Council.

#### **SUMMARY:**

The Competition Administrator runs the day-to-day competition operations of GTA by way of assisting our committee each week within game and training setups. The position assists the GTA Committee with strategic planning, competition management/evaluation and Assisting with the coordination of the association.

The position is also responsible for creating and implementing the coach and Referee development through organisation of education aspects of the Association.

The position is restricted from performing similar duties for other clubs or organizations without prior written approval from the Club President.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Create and implement plans under the direction of the Executive committee
- Enforce the rules of the GTA
- Manage day to day competition operations under the supervision of the GTA Committee.
- responsible for all inquiries and communications
- create relationships with our members and the community
- Meet Targets set by GTA through planning
- Work with governing bodies to meet the strategic plans
- Set up fields for competition nights, print game cards, unlock and lock up the venue on comp nights.
- Time keep
- Enter scores through my sideline and build the draw through my sideline

#### **QUALIFICATIONS:**

High School Education

Hold QLD Blue Card

#### **Experience:**

- This position requires some experience with computers
- Touch experience desirable
- Detailed oriented and ability to produce accurate results



**GYMPIE TOUCH ASSOCIATION CASUAL COMPETITION ADMINISTRATOR**

- Ability to multi-task in a fast-paced environment
- Strong written and verbal communication skills
- Excellent prioritization, organizational and problem-solving skills
- Strong conflict resolution skills
- Team player with the ability to collaborate.

**REMUNERATION:** This position will be remunerated with a volunteer payment of \$200 a Week

**Hours :** Monday 4-8pm  
Wednesday 4-8pm

**Applications one page to be emailed to SCFDBTA [nat@sctouch.com.au](mailto:nat@sctouch.com.au)**  
**Position Closes February 26<sup>th</sup> 2022**