**Halswell Rugby Football League Club(HRFLC)**

**Club Administrator**

Responsible to: Club and Junior Committees

Hours of work: 9 hours a week, for 40 weeks of 2014. Remuneration is negotiable, to a maximum of $20 per hour.

This role involves the day to day running of the HRFLC. The applicant will be engaged with all members of the club, as well as the local community. They will be the first point of contact for the HRFLC, directing people and calls where required.

There are several key tasks related to this role, including but not limited to:

Meetings: Attend Senior and Junior Committee meetings as required.

 Report to Committee on progress.

Grants: Preparing applications and audits for grants and funding.

 Organising quotes for grants and funding.

Sponsors: Preparing Sponsor Packs.

 Delivering Sponsors Packs to sponsors.

 Keeping regular contact with sponsors re events.

 Update Sponsors Board in HRFLC Clubrooms & website.

 Pursuing new sponsors.

Teams: Ensuring the teams’ and management’s needs are met.

 Ensuring teams have adequate gear and strapping tape.

 Distributing information to teams alongside the Secretaries.

Membership: Keeping the membership database up to date.

 Assisting the Registrar where required.

**Halswell Rugby Football League Club (HRFLC)**

**Development Officer**

Responsible to: Club and Junior Committees

 High Performance Director

Hours of work: 6 hours a week for 40 weeks of 2014. Remuneration is negotiable, to a maximum of $20 per hour.

This role involves the development of players and management within the club, as well as actively promoting Rugby League in the Community. An important area of Development is in the local schools.

There are several key tasks related to this role, including but not limited to:

Up-skilling: Ensuring management have attended requisite courses. Keeping a database of qualifications of management.

Players: Assisting High Performance Director with skills sessions

Schools: Running skills sessions in local Primary Schools.

 Assisting with the Yr5-6 Hornets Schools Tournament.

 Assisting with the Yr7-8 Hornets Schools Tournament.

 Providing, or facilitating, coaching of Hillmorton High teams.

 Organising the Hornets Shield (Hillmorton v Lincoln) match.

Academy: Assisting High Performance Director with the Academy.

 Assisting High Performance Director with “Pathways”.