

## THE LANSDOWN TENNIS, SQUASH AND CROQUET CLUB - JOB DESCRIPTION

<b>Position:</b>	<b>Club Administrator</b>
<b>Reporting to:</b>	Member Services Manager
<b>Responsible for:</b>	No staff responsibilities
<b>Hours:</b>	Part-time, 24 hours per week

### **PURPOSE**

To run day-to-day administration, cashiering and financial control aspects of subscription and other club income, coaching account, invoicing, direct debits and banking.

Maintain the membership and coaching database.

Work closely with the Member Services Manager, Director of Sport and Operations Manager to ensure that all aspects of Club administration are undertaken in an efficient and cost effective manner.

Contribute towards the success of the Club by ensuring a consistency of standards in member service. Play an active part in helping to meet financial targets and budgets for the Club in respect of control of expenditure relating to administrative activities.

Be involved with the general management of the Club and work closely with Committee Members, and other staff in all aspects of administration and member service.

### **DUTIES AND RESPONSIBILITIES:**

#### **Membership Database**

- Maintain the membership database.
- Ensure that new members are properly recorded and that renewal reminders are sent out and followed up promptly. Issue membership cards.
- Reconcile all subscription receipts to the database and record these properly on the weekly banking sheets for accounts purposes.
- Maintain appropriate records of all members paying their subscription by direct debit. Regularly agree this with the database. Send new instructions to the appropriate bank and on a monthly basis enter direct debit collections in the electronic banking system. Deal with any mandate cancellations, etc.
- Produce regular statistics of current membership numbers and maintain records of the number of leavers and joiners.

#### **Administration**

- Ensure correct procedures are in place to order, receive deliveries of and check the contents against order records for all stationery and office supplies. Maintain good relationships with suppliers and periodically check the competitiveness of suppliers to ensure that best prices are achieved.
- Manage stock levels to ensure continuity of supply while keeping stock holding costs to a minimum.
- On a weekly basis empty the floodlight meter, visitors and tournament boxes. Record the amounts and ensure these tally.
- Ensure that appropriate cash procedures are in place to accurately record all receipts for the Reception and that cash is safeguarded at all times and that cashing-up procedures are in place. Enter onto weekly sheets and prepare necessary banking.

**Coaching**

- Maintain all coaching records and the coaching database.
- Raise periodic coaching invoices and ensure these are paid correctly and on time.
- Undertake weekly reconciliation and banking of all coaching receipts.
- Maintain summer camps records and ensure all payments are received and properly recorded and banked.

**Other**

- Provide administrative support to the Member Services Manager, Director of Sport and Operations Manager as necessary.
- Carry out other ad hoc administrative duties at the request of the Executive Committee.