



# **NORTHERN CHILL VOLLEYBALL CLUB**

## **ROLE DESCRIPTION**

**Director of Administration/Media Relations**

Rev.:  
2020/08/03

## **ROLE DESCRIPTION**

The role of Director of Administration/Media Relations is to oversee and direct the Administrative function of the club. Director of Administration/Media Relations acts as a visionary and helps guide the club in its strategic objectives and long-term growth and provides administrative assistance for the club.

## **SKILLS/QUALITIES RECOMMENDED**

- Good verbal and written communication skills
- Good organizational skills
- The ability to be concise
- Be knowledgeable in Microsoft products (excel, word, etc.) and social media platforms (Facebook, Instagram, Twitter, website)
- Develop leadership skills
- Effective decision-making
- Understand and knowledge of the Clubs Constitution

## **MAIN DUTIES**

- Ensure the club's presence on the web and/or or social media is maintained
- Facilitate the planning and execution of various Northern Chill Volleyball Club events throughout the year
- Oversee the coordination of fundraising events and initiatives for the Northern Chill Volleyball Club
- Liaison between the Executive Board and administrative coordinators
- Point of contact for external media relations (i.e. Randy Pascal)
- Register athletes for club tryouts, clinics, camps and other club events
- Organize and complete all aspects of club registration including respect in sport and NRS (tournament and member registrations)
- Oversee and aid in all social media duties as listed under the web and Social Media Coordinator
- Perform such duties as may be determined by the Board of Directors



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**COMMITMENT**

- Attend monthly Executive Board Meetings, the Annual General Meeting and any other meetings as required.

**COMPENSATION**

- Honorarium to be provided in the amount of \$500.00