

Position description – Administration Officer

Position title

Administration Officer

Employment type

Contract part-time (initially approx. 10 hours per week) – until November 2026.

Following this period, the position may transition to a permanent part-time role subject to Committee approval.

Reports to

Club President – Sorrento Surf Life Saving Club

Key working relationships

General Committee members

Sub-Committee chairs and members

Program delivery staff and coaches

Volunteer leaders

Club members

Community stakeholders

Commercial partners and suppliers

1. Position overview

The Administration Officer role provides administrative, operational, membership, communication, and commercial support across the Club's activities.

The role supports the Committee, enhances member experience, improves operational systems, and strengthens the Club's community presence and commercial partnerships.

2. Key responsibilities

2.1 Club administration and operational support

- Provide administrative assistance to the President and Committee.
- Support meeting agendas, minutes, and follow-up tasks.
- Maintain administration systems and compliance documentation.
- Coordinate logistics for events and Club activities.
- Manage Club enquiries.

2.2 Membership acquisition and member relations

- Promote new membership acquisition.
- Support members and prospective members.
- Maintain member relationships.
- Assist with member issue resolution.

2.3 Membership renewals and systems management

- Oversee membership renewal processes.
- Maintain accurate Surf Life Saving system records.
- Monitor compliance (proficiencies, WWCC, training).

2.4 Commercial partnerships –management

- Maintain sponsors database.
- Support development and acquisition of partnerships as required.

2.5 Communications, marketing and community engagement

- Manage club-wide communications.
- Coordinate website, social media and digital platforms.
- Promote achievements, events and initiatives.

3. Required skills and attributes

- Strong organisation, communication and digital proficiency.
- Marketing and communication skills.
- Database management
- Strategic acumen

4. Qualifications and experience

- Operations/admin experience
- Membership or digital systems experience
- Sponsor/marketing experience
- Surf Life Saving knowledge desirable

5. Key Performance Indicators (KPIs)

- Effective support to President and committee
- Membership administration accuracy
- Strong communication standards

6. Additional information

- Role may require some weekend/evening work during peak periods.
- Primarily remote with some onsite time required.
- Must uphold SSLSC values.

To apply, express interest or for more information, email Sorrento SLSC President, jane.wright@sorrentoslsc.au detailing:

- why you are interested
- what you can bring to the role
- relevant qualifications.