



Ballarat

Ballarat Greyhound Racing Club, Cnr of Rubicon & Sutton St's, Ballarat VIC 3350
Address all correspondence to Ballarat Greyhound Racing Club,
P.O. Box 175R, Redan VIC 3356
PH: 03 5335 7201
Email: rward@grv.org.au

POSITION DESCRIPTION

Position Title:	SPORTS ADMINISTRATION TRAINEE
Employment Type:	Permanent Full-Time position for 12 months Note: The successful applicant will need to be flexible in regard to hours of employment, and with particular reference to racing nights and club events. Weekend work and attendance at evening functions and functions will be required.
Location:	Office is based at the Ballarat Greyhound Racing Club in Ballarat.
Reporting To:	Events Coordinator & Business Services Manager
Direct Reports:	none

POSITION SUMMARY:

This position has been established to assist the Business Services Manager & Event Coordinator with the administration and management of the Ballarat Greyhound Racing Club. This includes assistance with race day administration, member services, functions and events.

The role requires strong administration, clerical and word processing skills, with particular attention to effectiveness, efficiency and accuracy. Key to the role will be the ability to develop knowledge and skills, to be able to work unsupervised, and to take initiative and be self-motivated.

Liaises with internally:	General Manager Business Services Manager Event Co Ordinator Track Manager Casual Staff Catering Staff Committee members Club members
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Liaises with externally:	Greyhound Racing Victoria Other Greyhound Racing Clubs Venue Hirers External Suppliers
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KEY ROLES & RESPONSIBILITIES:

1.0 CLUB ADMINISTRATION & OPERATIONS

- Assist the Business Services Managers in the day to day administration of the BGRC.
- Reception Duties including handling incoming and outgoing calls, front desk attendance, processing the sale of Greyhound Racing Club Starter's Fee, merchandise, event tickets

2.0 EVENT MANAGEMENT

- Assist the Event Co Ordinator in the co-ordination of
- Create basic electronic designs such as flyers, brochures, Facebook posts etc... using CANVA
- Undertaking event preparation including, but not limited to, the sourcing of suppliers, responding to event enquiries, updating run sheet, the distribution of invitations, programs and event marketing materials.
- Ensuring timely information and records management including maintaining event related databases and BGRC Event Calendar, adding new events to Function Tracker, processing and monitoring of event RSVPs and maintaining up-to-date guest/attendee lists.
- Providing on-site support at BGRC events including setup and pack down.
- Attend events as required and assist operational staff as required.

3.0 CLUB MEMBERSHIP

- Provide administrative support to the BSM to ensure accurate membership database
- Assist in the production of members Newsletter.
- Prepare presentations for members information board.



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5.0 OTHER

- Website & Social media promotion
- Develop and maintain strong relationships with the club
- Other duties as identified and directed.

Essential Criteria:

- ability to establish and maintain professional, respectful and productive relationships internally and externally.
- Excellent verbal & interpersonal communication skills.
- Efficient skills in the operations of computer software programs, particularly the Microsoft Office suite (Word, Excel, PowerPoint & Outlook).
- ability to use initiative
- ability to work as part of a busy team
- strong work ethic with an ability to work flexible hours

Desired Criteria:

- experience in administration.

EMPLOYMENT CONDITIONS

- The Ballarat Greyhound Racing Club environment is a unique and challenging operational environment. It operates weekdays, weekends, day and night hours. All staff are required to abide by Ballarat Greyhound Racing Club policies and procedures.
- All employees at Ballarat Greyhound Racing Club are required to have the right to work in Australia.
- All employees are required to comply with OHS statutory obligations.
- Ballarat Greyhound Racing Club is an EEO employer.
- A current Victorian Drivers Licence is required