



JUNIOR DIRECTOR ADMINISTRATOR

Role Description

The Junior Director Administration shall:

- Participate in discussions at Board meetings, contributing opinions and suggestions re all decisions to be made.
- Organise and Chair Junior Sub-committee for the club.
- The Junior Director Administration will call for applications annually and submit names for Coaching positions to the Board for ratification in conjunction with the Junior Director-Operations.
- The Junior Director Administration and Junior Director Operations are responsible for ensuring that the club is able to field the maximum number of junior teams each and every season with the guidance of the WDBC Board.
- Promotion of the club and co-ordination to local schools in a concerted effort to recruit schools and individuals to the club, every year, to under pin the junior program and the future success of the Club in a joint working effort with the Junior Director Operations.
- Organise and Co-ordinate the annual Junior Senators program and any other preseason coaching clinics or activities in a joint working effort with the Junior Director Operations.
- Responsible for the co-ordination of Junior events held during the baseball season.
- Ensure Coaching Accreditation and relevant Police Checks are in place, inclusive of the Working with Children Check requirements.
- Is the responsible Child Safety Officer of the club.
- Report to the Board on progress of all of the above junior activities in conjunction with the Junior Director Operations and suggest changes and enhancements.
- Responsible for score/data entries of all Junior competitions are entered on the relevant Baseball SA database weekly during competitions.
- Provide the club statistician with score books and any other relevant information to ensure accurate game statistics and playing records are maintained.
- Assist the Marketing Director with any relevant Social Media publication.