



POSITION DESCRIPTION

Membership Officer

Status	Part Time
Department:	BV Operations and Events
Location:	Melbourne Ballpark, Altona Meadows
Reports to:	Operations & Competitions Officer
Direct Reports:	Nil
Budget Responsibility:	Yes
About Baseball Victoria	<p>Baseball Victoria is the recognised peak body for the sport of baseball in the Australian state of Victoria. Baseball Victoria is responsible for leading the statewide delivery of baseball through its affiliated associations and leagues</p> <p>Baseball Victoria is a membership-based sporting organisation that will provide every Victorian with the opportunity to participate in Baseball.</p> <p>Baseball Victoria is a not for profit, member-based organisation which is governed by a volunteer Board of Directors.</p>

Primary Purpose of Position

The Membership Officer is primarily responsible for BV club liaison, membership and providing administrative support and guidance to clubs and office staff.

Key Responsibilities

Accountabilities	Overview of Tasks
Memberships	<ul style="list-style-type: none"> • Bi-annual registration, clearances, update players and club details on GameDay, build season registration forms, BV membership compliance, capitation to clubs and assist with all club queries. • Development Grant coordination
VSBL	<ul style="list-style-type: none"> • Provide administrative support to VSBL as required
Sporting Schools	<ul style="list-style-type: none"> • Bookings, coach appointment and distribution of resources
Events	<ul style="list-style-type: none"> • Help assist with: <ul style="list-style-type: none"> ○ Annual General Meeting ○ Award Night ○ Winter Conference ○ Hub Meetings

Key Relationships

Internally	Externally
<ul style="list-style-type: none">• CEO• Operations & Events Officer• Administration Officer• HP & Coaching Pathway Officers• Communications & Digital Media Officer• Financial Controller• Umpire & Scorer Officers• Little League District Administrator	<ul style="list-style-type: none">• BV Associations, Charters, and Clubs• Baseball Australia• School Sport Victoria (SSV)• Melbourne Ballpark Management• Sporting Schools

Qualification and Experience

<ul style="list-style-type: none">• Relevant Tertiary qualification or suitable work experience• Experience in using SportsTG or similar competition management system• Current Drivers License• Working With Children Check

Knowledge and Skills

<ul style="list-style-type: none">• Excellent organisation skills and ability to manage and prioritise tasks• Demonstrated capacity in the use of technology, including database management and websites• Well-developed planning and program management skills• Ability to resolve conflicts• Knowledge of sporting culture and issues faced by sporting organisations at community level is an advantage• An understanding of the volunteer workforce and an ability to work within the constraints caused by the nature of that workforce is an advantage• Self-motivated with the ability to work independently• Relationship building and stakeholder management skills
