

## **Recruitment Officer**

*Important information: This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your club.*

The role of the clubs Recruitment Officer is to promote the club within the community with the view to attracting and registering players to the club.

### **Responsibilities**

- ✓ Form relationships within the community with the goal of recruiting players to your club
- ✓ Create and implement player recruitment strategies
- ✓ Advertise and promote the playing opportunities of your club
- ✓ Be the primary contact point of parents and potential players wishing to learn more about your club and its playing options
- ✓ Create marketing information which can be provided to club participants to assist in recruiting new players to your club
- ✓ Updated the club website to reflect the latest recruitment information.
- ✓ Consider running a number of “come and try” or “meet the coach” days inviting potential players to come and experience your sport and your club.
- ✓ Coordinate any “come and try” or “meet the coach” days including coaches, participants, equipment and catering
- ✓ Create and maintain a register of key relationships in recruitment (eg. junior clubs, schools etc)
- ✓ If participating in the Sporting Schools program, the Recruitment coordinator will be the primary coordinator

### **Essential Skills and requirements**

- ✓ A good understanding of where the club recruits its players traditionally
- ✓ Ability to form strong relationships with key stakeholders (eg. junior clubs or schools)
- ✓ Is well organised
- ✓ Works well in a team environment
- ✓ Is well informed of all club activities
- ✓ Can communicate effectively
- ✓ Enjoys working with children
- ✓ Hold or willing to apply for a current volunteer “working with children” check (if relevant or legally required)

At the end of each year a key activity of the Recruitment Officer will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

- ✓ Induction of the incoming Recruitment Officer
- ✓ An important responsibility of outgoing Recruitment Officer is to train, mentor and support the incoming Recruitment Officer.
- ✓ The estimated time commitment required as the Recruitment Officer is XX hours per week.