

BRC Administrator Role

Oct 31, 2024

Job Responsibilities:

Through courteous customer service skills, the BRC Administrator shall portray a professional image and represent BRC. The candidate will handle BRC's email inquiries; website updates; day-to-day communications between parents, players, coaches, suppliers, contractors, and Board of Directors; administer and manage records of league activities; organize expense reporting, and email activities; and other tasks as required.

Email Inquiries

- ✓ Answer incoming calls or email inquiries and direct them to the appropriate BRC personnel
- ✓ Communicate with BRC board members updates on urgent matters
- ✓ Assist the Board Secretary in maintaining record keeping of approved board minutes, league submissions, league budgets, and team rosters
- ✓ Help create new email addresses for new board members and remove departing board members email address
- ✓ Open, date stamp and review all general mail addressed to BRC and distribute it to the appropriate person or area of responsibility for further action;
- ✓ Organize incoming or outgoing courier packages (patches, submissions, applications)

Administration Support

- ✓ Maintain and update phone and email contact list for BRC Board
- ✓ Writing up work orders and/or invoices (Ex. yearly yard bin co-share with Cal-West)
- ✓ Keep Police Check information organized yearly
- ✓ Assist the Board Secretary with maintaining yearly calendar overview of key league dates (Opening Day, Jamboree, Picture Day, Alumni Game, Playoffs)
- ✓ Maintain record keeping of injury and incident reports, and/or code of conduct violation reports
- ✓ Provide all data entry and processing support for applicable computer software systems (Point Streak, Team Snap, Quickbooks)
- ✓ Assist Board Secretary for government reporting, annual return, AGLC reporting
- ✓ Renew subscriptions as necessary (Team snap, internet, phones, iPad software)
- ✓ Contact service providers for any service calls or issues related to office equipment or operational equipment malfunctions

- ✓ Maintain a record of for all office equipment such as iPads, Sim Cards, Cell Phones,
- ✓ Review all service plans as required
- ✓ Other duties as required
- ✓ Assist in booking venues and special events with BRC coordinators

Communication

- ✓ Work alongside BRC marketing coordinator to act as backup source to update all aspects of BRC's website with all relevant information such as scores, rosters, bulletins, newsletters
- ✓ Oversee invoicing of volunteer bonds (Team Administrators track volunteer hours and will notify the board which parents are not volunteering)
- ✓ Report to BRC board on urgent matters
- ✓ Assist Board Secretary with scheduling of board and subcommittee meetings as needed

Expense Reporting

- ✓ Assist the Treasurer in screening expenses submitted for reimbursement before forwarding to the Treasurer and/or President for approval
- ✓ Keep a record of all expense reports in a master database
- ✓ Maintain official records of league activities
- ✓ Assist with other expense duties as required

Operations

- ✓ Maintain and manage keys/keycodes for all diamonds to ensure proper people have designated keys
- ✓ Ensure coaching tool kits are received by team coaches

Compensation:

\$32.00/hour, submit compensation expense report monthly for reimbursement

Expenses Covered:

Monthly Internet and Cellphone expense (reimbursed monthly upon invoice provided)

Qualifications/Requirements:

Education:

- Completion of High School - preferred

Knowledge:

- General knowledge of BRC association

Skills:

- Fast but accurate response time to requests and updates to website
- Professional telephone and reception manner

Experience:

- Experience with operating computers, specifically using Google Workspace, Google Sheets, Google Meet, MS Teams, Zoom, Skype.

Abilities:

- Ability to deal with difficult members in person and over the phone
- Ability to multi-task and re-shift priorities efficiently as needed
- Ability to proof-read own work for accuracy
- Ability to work with minimal supervision
- Ability to maintain confidentiality

Personal Suitability:

- Exudes professionalism and customer-service
- Organized
- Tact and discretion when dealing with potential upset members
- Desire to improve organization and efficiency of league