



Toronto Triathlon Club Role of Administrative Assistant

Purpose

Support the administration and coordination for Club related communications and activities. This involves liaising with members, Business Manager, Sponsors, Club coaches, Group leads, as well as supporting Board members and Committee Leads as required.

Term

One year

Time commitment

Up to 5 hours per week

Compensation

\$18 per hour

Reporting relationship

Reports to Business Manager

Primary Duties

- Membership
 - Assisting members with executing with registration and renewals
 - Create events in Wild Apricot (WA), including registration
 - Reconcile and update membership database (CCN and WA)

- Communication:
 - Assist with preparation of Club's e-blasts
 - Execute general website updates
 - Answer club emails/phone calls; respond to general member inquiries
 - Assist with promotions and social media

- Club training and clinics:
 - Periodically organize, schedule, and facilitate permitting, staffing (lifeguards), and facilities, as well as all logistics as they pertain to events, clinics, camps, training sessions, etc.
 - Circulate and summarize post-event feedback forms to Head Coach

Additional expectations

- Be available to react to needed changes, communication, etc.
- Support all Directors, Leads, Business Manager and Head Coach as required