



## Position Description – Welcoming Officer / Team Manager

### Purpose:

Each Team will be appointed a Welcoming Officer/Team Manager.

The role of the Welcoming Officer/Team Manager is to make new and potential members, volunteers, and their networks feel welcome at the club and to support them to learn the ropes and settle in. This will be achieved through induction, introductions, and provision of club related information.

The Welcoming Officer/Team Manager will also support all members to feel comfortable to attend social functions by issuing verbal invitations and active encouragement to attend. Welcoming Officer/Team Manager(s) will be called upon to play the “meet and greet” role at club functions and events to help make people feel comfortable and connected to others.

The Welcoming Officer(s)/Team Manager(s) will also provide support and assistance to the nominated section coach as required.

### Desirable Attributes:

The Welcoming Officer/Team Manager(s) should:

- be affable and friendly in approaching others
- be a person who can develop good relationships internally and externally
- enjoy the club themselves and be enthusiastic about the club and its activities
- be very accepting of all people and keen to develop a diverse member base
- be around the club often so that people connect with the role
- attend social functions, club activities to undertake the “meet and greet” role
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the club.



**Specific duties include but are not limited to:**

***As the Welcoming Officer***

- Act as the “meet and greet” attendant at the club registration day and other club based events and functions.
- After the Information Session ensure that you are available to answer any additional questions.
- Be available during pick-up time to answer any questions families may have.
- Be available to assist families with information that pertains to the Horsham Calisthenics College handbook.
- Seek individuals who can continue to support newcomers e.g. peer support role / buddy system.
- Relay any issues or problems to the section Coach and/or Principal Coach as they arise.

***As the Team Manager***

- Assist the coach to distribute correspondence as required.
- Organise lunch/dinner for the team when attending competitions (as directed by coach).
- Be available to provide additional support and assistance to the coach when required, e.g. co-ordinating the transportation of props to competitions etc.
- Hand out invoices for fee collection and follow-up unpaid fees as directed by the Treasurer.

**Related Documents:**

- a) The Role of a Welcoming Officer

Document Approved By:	Name	Signature	Date
President	Tammy Smith		
Principal Coach	Kylie Hermans		