

**Player Recruitment Officer**

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| **Last reviewed on:**  | **Next review date:**  |
| **Reviewed by:**  | **Approved by:**  |

**Reports to:** President, Registrar, and committee

**Purpose of the role**

The Player Recruitment Officer is to promote the club within the community to attract and register new players and keeping existing players within the club.

**Qualifications & Desirable Characteristics**

* Hold current or willing to obtain a volunteer “Working with Children Check”
* Works well in a team environment
* Organisational skills
* Effective communication skills

**Duties & Responsibilities**

* Be the first point of contact for parents and potential players wanting to know more about your club.
* Organise recruitment events e.g., “come and try” or “meet the coach” days
* Create and maintain a register of key relationships in recruitment (e.g. junior clubs, schools etc).
* Implement player recruitment strategies.
* Work with marketing team to create marketing material for club participants and new potential players and maintain latest recruitment information on the club website.

**Time Commitment:** 1-6 hours per week or as required