



Alpine Cycling Club Position Description:

Position: Maintenance Administrator

Member of Club Executive Committee: Yes

Length of Tenure: unbounded

Scope of Role:

The Maintenance Administrator role is key in managing the maintenance activities of the Alpine Cycling Club for the trail network of Mountain bike trails within Mystic Park and associated trails eg. Roger Packham.

The scope of this role includes maintaining the records and associated records for trail maintenance work and safety. Ensuring that persons conducting trail maintenance work are appropriately inducted and certified to carry out safe work. Be a key member of setting direction of the ACC's trail maintenance work as aligned to ACC's values and aspirations.

Primary Functions:

- Compliance with OH&S practices to ensure that club members are safe and not a danger to others
- Maintaining records of induction, training, trail maintenance and certified skills
- Maintenance of ACC equipment for example chainsaw heat test, small repairs etc.
- Provide monthly written reports of activities to be included in newsletter and monthly club meeting
- Budget and manage funds for maintenance activities and equipment
- Coordination of education of club members for trail maintenance activities – induction, chainsaw training etc
- Proactive and contributing member of MTB and Executive committees
- Key liaison with ACP and ACC membership for maintenance activities
- Compile and co-ordinate database(s) and carry out for safe work induction, training and certification of members
- Compile and prepare maintenance financial budgets and presentation of costings (invoices) and reports
- Coordinate the quarterly Trail Safety reports as required by ACP
- Be a current ACC member

- Be an active participant in succession planning and foster an environment of collegiality and support to others.
- Proactive and contributing member of the Executive committee
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan
- Support all other Club functions with information and value-adding organisational work

Key Skill Attributes:

- Sound communication skills both verbal and written
- Enthusiastic and engaged person with demonstrated leadership skills
- Capable of building and managing teams of people.
- Maintain finances, including budgeting, invoicing and reporting
- Good working knowledge of computing programs relevant to role (eg. MS Office, Gsuite, Mail chimp etc)
- Reliable checking and follow up on communications

- Diligence in maintaining records
- Regular attendance at Club Monthly Meetings (eg > 9 meetings per annum)
- Sound scheduling and planning skills

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