



## ASSISTANT SPORTS MANAGER

### **PRIMARY JOB PURPOSE**

To facilitate the multiple sports on offer at the Club. Encourage participation from Members through facilitating communication of sporting events with members, and between various sporting bodies for the various sports leagues and teams on offer. To increase sports awareness at Club by designing sports programs to best suit the Member interests.

### **KEY RESPONSIBILITIES**

- Growing membership participation and usage of the Club through sports.
- Assistance in the management of the Sports Department.
- Ensuring that each individual is equipped with the necessary resources for their function.
- Review all communication before sent to the various channels.
- Present and part of selected sporting sub-committees / forum discussions.
- Creation and running of various events for the different sporting codes which includes the facilitation of events such as sporting clinics from beginning to end, including marketing of the event, booking system, the food and beverage requirements, billing of members.
- Prepare monthly analysis and reports on sub clubs.
- Communication with various sporting bodies/organizations (ASA, CGA).
- Assist with the monthly stock count and stock control of sporting merchandise.
- Assist in Junior sports zones
- Participate in sporting events for members when appropriate to do so
- Participate in Club rides to ensure the correct routes followed and that Members are safe.
- Ensure members sign off indemnity forms
- Engage with members and obtain feedback to assess improvement and grow participation.
- Keep participants motivated
- Coaching classes
- Facilitate sports classes if a trainer is unable to make it.
- Communicate with all members via email and social media or WhatsApp
- Provide content from event for newsletter and social media
- Growth of Sporting Section
- Add to databases of members with their sporting interests, communicate upcoming sporting events
- Providing a wide variety of sporting events throughout the year.
- Explore/ expand into new sporting disciplines not offered at the club.

## ***PERSONAL ATTRIBUTES & SKILLS***

- Strong Communication skills (Written and Verbal)
- Great social and interpersonal skills.
- Computer Skills (MS Office – Intermediate/Advanced user)
- Knowledge of Jonas Software (Advantage)
- Fluent in social media platforms Facebook, Google, Twitter, Instagram
- Creative and forward-thinking.
- Able to work on multiple projects simultaneously.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- 2 – 3 years' experience in a similar role or sporting environment.
- 5 years managerial experience
- Physically fit and active individual.
- Physically able to assemble equipment.
- Active knowledge in the field of sports be up to date with everything.
- Readily available to participate in sports.

## ***QUALIFICATION***

- Matric or equivalent.
- Tertiary qualification in Sports Marketing or Sports Management (preferred)
- Valid SA driver's license and own reliable transport.

## ***PROPERTY***

- Auckland Park & Woodmead

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested applicants must submit their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later the **29<sup>th</sup> February 2024**.