

October 2018

Job Description – Data Entry / Gosford Tennis Club

The proposed role which forms part of the Administration functions of the Gosford Tennis Club, include the following:

1. Establishing a local player club ranking using TA software – to be undertaken weekly by entering scores from night and day competitions.
2. Linking systems to other systems for data collection – these include but not limited to Booking System on our website linked to Stripe, Vend linked to Xero Accounting Software, etc.
3. Uploading Tournaments using Stripe
4. Reporting weekly daily participant numbers – a spreadsheet is to be provided
5. Collecting data from all events, competitions and tournaments for organiser purposes – to be undertaken after events have occurred.
6. Establishing an on-line Pro-Shop – a 6-month project to increase sales
7. Reporting and collecting membership data including for potential Grant purposes, club members who are members of other clubs – Gosford RSL, Ettalong Beach, Central Coast Leagues, Mingara, just to name a few – ongoing. This is to be sent monthly for updating names on our email lists.

This data is to be used for Committee, Grant and TNSW/TA purposes to complete their annual Occupational Health Checks. It will also provide inputs as to where we can improve, and make changes to processes, pricing and future strategies relating to all GTC programs.

Remuneration – extra hours based on your hourly rate.

Key Stakeholders – Staff, Tennis NSW, Northumberland Region, Country NSW Tennis, Committee.