



JOB DESCRIPTION

Auckland Cricket Association Cricket Competition Administrators x 2

There is an opportunity for 2 x enthusiastic people to join Auckland Cricket as part of the 'cricket competitions' team. These are full time fixed term roles until the end of March, which require regular work on Saturdays during the cricket season.

OBJECTIVES

- As part of the club and school cricket competitions team, the role is to ensure that each grade is extremely well organised and effectively managed so as to ensure that the playing experience for each team and player is maximised.
- To be the first point of contact and to effectively 'own' each grade that is allocated to you by the Auckland Cricket Club Cricket Development Manager.

REPORTS TO

- Auckland Cricket Club Cricket Development Manager.

KEY ACCOUNTABILITIES

- The effective management of each grade and an extremely high level of customer service.
 - To resolve issues as they arise and, where possible, be proactive so as to avoid issues occurring at all.
 - Be present on game days to assist with the effective management and customer service requirements of the role.
 - To communicate, through clubs, the opening and close off dates for entering teams in various grades.
 - To formulate a credible competition for each grade from the team entries received.
 - Produce and communicate a season draw with ground allocations in a timely manner.
 - To ensure that all results are entered for each grade and that the point's tables are correct.
 - Manage Saturday morning and Friday afternoon cancellations and defaults.
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ESSENTIAL

- Excellent communication and interpersonal skills.
- Strong organizational skills.
- A current driver's licence and vehicle.
- A basic knowledge of the game of cricket.

Internal

- ACA Club Cricket Development Manager.
- ACA Cricket Competitions Team.

External

- Club Cricket Managers
- Club Cricket Grade Convenors
- Managers, coaches and captains of teams within your allocated.