



# Blasters Administrator

## Position Description

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### **Overview**

The Blasters Administrator is primarily responsible for the organisation of the Junior Blasters and Master Blasters programs that teach the skills of cricket to 5 to 9-year-old children.

### **Core Responsibilities**

- Set program dates and times.
- Register the club for Junior Blaster and Master Blaster programs on MyCricket.
- Manage the allocation of equipment to players as required.
- Order any additional centre equipment as required.
- Liaise with Junior Committee to promote programs in local schools.
- Support Junior Blasters and Master Blasters Coaches with delivery of the programs.
- Communicate program details to participants parents.

### **Additional Responsibilities**

- Attend all Juniors Committee Meetings.
- Attend Juniors Information Night.
- Attend Junior Blasters and Master Blasters sessions.
- Train, mentor and support an incoming Blasters Administrator.

### **Knowledge and Skills Required**

- Knowledge of MyCricket functionality as it relates to program and player registration.
- A knowledge of the Junior Blasters and Master Blasters programs.
- A basic knowledge of cricket skills and techniques.

### **Personal Qualities**

- Effective communicator.
- Ability to organise and delegate tasks.

### **Qualifications**

- Preferred - Working With Children Check.
- Required - Completion of the Junior Blasters and Master Blasters Curriculum.

### **Expected Time Requirement**

Approximately 30 hours per annum.