



JOB DESCRIPTION

Umpire Administrator

Position Responsible to: PNA Executive Officer

Purpose:

Provide administrative support to all umpire programs

Hours of work:

Upto three days per week.

Qualifications/Accreditation:

Industry Checks:

- Working with Children Check

Skills and personal attributes:

This position requires:

- Excellent interpersonal communication skills
- High level of organisation skills
- Good problem-solving skills and use of initiative

Specific Duties:

1. Send out and monitor umpire allocations for Green Shirt umpires, Cadet and Academy;
2. Collect and distribute feedback forms from umpire coaches to umpires and clubs
3. Assist umpire program coordinators with recruitment of Umpire Coaches.
4. Set up and monitor online registration forms for umpire workshops and coaching events.
5. Administer the umpire badging process.
6. Administer the PNA Club Umpire Grants program.
7. Order umpire uniforms.
8. Administer PNA Finals umpire allocations.
9. Other duties as directed within the scope and capabilities of the position.