



Position Details

Position title: Recorder

Date of review: September 2018

Position objective

The Recorder is responsible for the recording and management of the Club's player's game milestones.

Responsible To

The Recorder is directly responsible to the President.

Responsibilities and Duties

- Maintain accurate database of games played for each player in the Club
- Provide milestone achievements for Presentation Day awards
- Submit weekly game records to Canberra Region
- Liaise with coaches and managers regarding games played by their teams
- Coordinate social media posts regarding player milestones

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Can communicate effectively
- Is well organised and can delegate as required
- Well-developed liaison skills
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP