

## **Part-Time Club Manager**

### **Gliding Club of Victoria, Benalla Airport**

#### **We are seeking someone who:**

- ✓ Enjoys working in a diverse environment with a broad range of responsibilities?
- ✓ Has an interest in aviation!
- ✓ Enjoys keeping your finger on the pulse?
- ✓ Enjoys working with volunteers and helping them succeed?
- ✓ Enjoys office admin and routine?
- ✓ Has experience working with MYOB or similar accounting systems?
- ✓ Likes to learn other computer systems and drive innovation?
- ✓ Keeps cool under pressure?

The Gliding Club of Victoria, (GCV) located at Benalla Airport seeks a mature and experienced person to join our friendly and experienced team at the Gliding Club of Victoria as our Club Manager. This position is currently a Part Time role, liaising with one staff member working remotely as the club's administrative assistant, along with a group of volunteer operational leads. Days/hours are negotiable, with an expected on-site duration of approx. 16 hours a week.

Duties and responsibilities will include:

- Overseeing the general management of the Gliding Club of Victoria, reporting to the GCV Committee
- Coordinating with volunteer office bearers (including the Operations Manager, Duty Pilots, Tug master, Safety Officer, Airspace and Airfields Officer, Airworthiness Officer and instructors) to facilitate the smooth operation of our visitor and member services
- Providing customer service to club members and liaising with the general public
- General administrative and functional duties relating to the operation of the club
- Bookkeeping with MYOB
- Use of different computer programs, including learning the in-house software, GCV Glide.

Some key attributes we look for at GCV:

- Friendly and accommodating with a passion for Service Excellence
- Capable of engaging with a volunteer club base
- Reliability and flexibility
- Show initiative and adaptability in a fast-paced environment
- Keen to learn and drive the optimisation and modernisation of office procedures
- Ability to keep cool under pressure

Essentials:

- Must be willing to work at the club site in Benalla
- Must be willing to help shape the ongoing role as the club moves through a period of administrative change

- Must have demonstrated experience in directing teams of diverse individuals to achieve organisational outcomes.
- General routine administrative and support for operational teams
- Must be willing to undergo a police check.
- Ability to work with members and the general public with a smile!
- Experience in MYOB or other online accounting systems, accounts payable/accounts receivable.

You will receive fair and competitive pay for your hard work and dedication.

If you think you can work with a diverse club of dedicated aviation enthusiasts, send your resume with references via email to [gliding@glidingclub.org.au](mailto:gliding@glidingclub.org.au) , or call 03 5762 1058 for further information.

Applications close 31/3/2024.