

Secretary Board



Amsterdam warriors wishes to be a futureproof association. Where young and old feel at home and can participate in all activities of the association in a safe sports climate. Everyone should be able to participate in the association. Through sport, we hope to teach the youth skills that will help them for the rest of their lives.

The Warriors would benefit from a good secretary. The secretary is a centipede in the field of administration. A real rule cousin who ensures that everything registers properly with the association and is stored in our internal systems. The secretary is also the contact point for external stakeholders such as other clubs and the association. Internally, the secretary is concerned with registering members with the union, personal data and progress of members and administers. Supports the treasurer in collecting the contribution and booking and organizing the room rental.

In summary, the secretary deals with the following matters:

Activities

- * Product: Members register and communicate with the union. Organize internally to keep information about member administration. Point of contact for external stakeholders such as the union and the sports facilities.
- * Personnel: Document personal development of personnel and members.
- * Promotion: Contact person to external stakeholders so that all association activities can take place.

Skills

- * Helicopter view.
- * Administrative centipede.
- * Communicative skill.
- * Experience with sports link and club collection is a pre.
- * Pro-active.
- * Must support the Warriors' mission vision.

Hours

- * Plus, minus 20 in the peak periods (Aug/Sept + Dec/Jan/Feb + Apr/May)

Compensation

In consultation.

Interested?

We look forward to meeting you and your profile. If you share your CV and motivation, we will make sure to reply as soon as possible but no longer than one week.

Questions? No Problem, you can reach us on +31 6 11210422 or email: info@amsterdamwarriors.com