

Unit Administrator

What is this role all about

Unit Admin volunteers help with the behind-the-scenes administration that keeps a unit running smoothly. You'll support the unit with tasks like updating records, organising information, and helping with bookings or communication. This role makes a big difference by freeing leaders to focus on delivering great programmes and experiences for youth members.

Who will you be working with?

You'll work closely with the Unit Leadership Team, who will guide and support you in your role.

What time commitment is needed?

This role is flexible and varies depending on the unit's needs. It's usually around an hour a week, with a little more during busy periods like programme planning or major events.

What will you be doing?

Keeping unit admin running smoothly

- Update badge progress and other records in our GirlGuiding database.
- Load programmes and activities into our GirlGuiding database as required.
- Support unit administration tasks such as attendance, books, record updates, event setups, and permission forms.

Helping with communication and coordination

- Coordinate activity enquiries or bookings with external providers.
- Draft and send messages on behalf of the Unit Leadership Team, making sure leaders approve content before it goes out.
- Contact parents/caregivers on the waitlists and organise unit visits with Unit Leadership Team.

The skills and requirements that make this role a great fit for you

- Organised and able to keep track of details.
- Communicate clearly and positively with leaders, youth members and whānau.
- Use good judgement, respect confidentiality, and act with integrity.
- As a minimum complete basic database "OGM – How To" webinar within three months of commencing the role.
- Police vetting is required. This will be organised by GirlGuiding New Zealand.