

Volunteer Role Description – Club Historian



Volunteer Name	
Role title	Club Historian
Organisation Name	Hub Netball Club
Location of Position (Where)	Old Reynella, SA and surrounds (we are open to this being a remote working role for the right candidate)
Start Date	January 2023
Hours required per week	The estimated time commitment is approximately 2-3 hours per week.
Reports to	The Club President.
Purpose of the role and how it relates to the organisation's mission	<p>The Club Historian is responsible for ensuring the committee is empowered to manage the historical records of the club moving forward.</p> <p>Gathering and presenting the club's rich history will enable the committee to draw on historical information to build an active and engaged community where everyone is supported holistically to participate in opportunities. Appropriately managing our historical records aligns with all focus areas, especially in the context of creating a sense of belonging, identity, connection and pride within our community that builds upon our strong club history.</p> <p>The Club History Project will focus on recording our history. There is a long healthy history to this club that can help us to build our brand awareness through merchandise that connects with our history. The importance of our origins as a club will be promoted and celebrated with current members.</p>
What you will be doing (Key Responsibilities)	<p>Among the many and varied tasks this role will undertake will be:</p> <ul style="list-style-type: none"> ○ entering data regarding local history collections ○ checking records on web catalogues to ensure they are up to date ○ general word processing ○ filing documents in an online database and hard copy ○ oral history transcription (if needed). <p>The Club Historian will empower the Board to manage the historical records of the club through establishing the following:</p> <ol style="list-style-type: none"> 1. Create a database of the club's accomplishments and activities for each year. 2. Collect items such as pictures and news clippings about the club and its members. 3. Organise a scrapbook to tell the club's story for the year. 4. Make the scrapbook meaningful to members and future members. 5. Make the book compact but complete by including items only if they involve the club directly or members of the club.

	<p>6. The cover of the historian's book should be durable so it will last several years.</p> <p>7. Pages need to be securely fastened in the book.</p> <p>8. Items entered in the book should be in good condition and fastened securely.</p> <p>9. The historian's book tells the story of the club for that year. The historian's book should be accurate and neat.</p>
Skills, experience, attributes and qualities needed	<p>The Club Historian is expected to:</p> <ul style="list-style-type: none"> ○ Act in the best interest of Hub Netball Club and its members ○ Undertake the role in good faith and honesty <p>Desirable Attributes:</p> <ul style="list-style-type: none"> ○ Ability to allocate regular time to maintain the historical records of the club ○ Be enthusiastic, trustworthy, impartial and honest ○ Be available to be contacted for advice ○ Be able to keep confidential matters confidential ○ Good computer skills or willing to learn ○ Ability to work in an organised manner or willing to learn ○ Good communication, interpersonal and listening skills or willing to learn <p>Highly Desirable Attributes but not essential:</p> <ul style="list-style-type: none"> ○ Have an eye for detail ○ Ability to lead by example ○ Dedicated club person ○ Awareness of netball or sports club governance <p>If you have previous experience or knowledge of library processes or working with databases, this would be an added bonus, but isn't essential.</p>
Support offered	<p>The club will fund the program and pre-approved expenses incurred by the volunteer to deliver the program and the volunteer will be reimbursed by the club.</p> <p>The club will provide the volunteer with appropriate induction and training.</p> <p>The club will support the volunteer's development and future aspirations where they support the growth of the club.</p>
What you could get out of it (Volunteer benefits)	<p>Volunteering can help you make friends, learn new skills, advance your career, and even feel happier and healthier.</p> <p>This role offers you the ability to have a positive impact on the community whilst allowing you to connect to your community and make it a better place.</p> <p>You will have the opportunity to practice and develop your social skills, since you are meeting regularly with a group of people with common interests.</p>
Other relevant information	<p>Hold or willing to apply for a current volunteer "Working With Children Check" through DCSI or DHS in South Australia.</p> <p>If at any stage the Club Historian becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict.</p>
What to do if you're interested	<p>Contact Marissa Payne, Club President Email: president@hubnetballclub.com Call or Text: 0401 919 021</p>

Roles ARE flexible – please talk to us