

## GATE KEEPER

**Reports to:** Volunteer Coordinator

### Purpose of the role

The Gate Keeper is to provide the service of collecting gate fees on behalf of the Club.

### Qualifications & Desirable Characteristics

- Effective communication skills
- Organisational skills
- Positive and enthusiastic

### Duties and Responsibilities

- Attend the ground at the time set down by the Committee.
- Collect change and money bags / trays from the Treasurer.
- Admit members who show a current Club membership ticket and for those with an appropriate guest pass.
- Ensure all entrance fees are collected from all people entering the ground in accordance with the charges and directions of the Club and League.
- Pick Spectators up from the supplier for home games and arrange distribution to those entering the ground.
- Remain in attendance at the gate/s to the time agreed upon with the Committee.
- Return all monies collected to the Treasurer.
- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

**Time Commitment:** 1-5 hours per week or as requested.