



Burleigh Heads Rugby League Football Club is one of the oldest Rugby League football clubs on the Gold Coast. Today the Burleigh Bears has become the largest senior Rugby League Club in QLD providing pathways directly into the NRL. The Club has 6 teams (male and female) that compete in age based and open age State-wide Competitions. While the Club provides opportunities to play at the highest level it also competes in the Gold Coast Competition with teams in A Grade, Reserve Grade and U20s.

Burleigh Bears Football Club are looking for school-based trainees. To succeed in the role, you will need to be interested in completing a Certificate III in Business. A list of duties for the traineeship as below:

- Administration support for the Burleigh Bears Rugby League office.
- Support the Admin Manager.
- Attend to emails under guidance.
- Reception duties.
- Prepare and edit documents.
- Conduct research, analysis data.
- Graphic design work, assist with social media and assist with weekly newsletters.
- Assist with Club website, Club event set up & Events calendar.
- Process invoices, obtain quotes as required.
- Filing and database work.
- Venue bookings.
- Support football staff with administration tasks.
- Assist with merchandise, online sales, packing kits and assist with stocktakes.
- Other duties as required.

Interested students should complete an Expression of Interest and send it to Mrs Hart at rhart134@eq.edu.au