

AINSLIE FOOTBALL CLUB INC

Position Description – Football Operations Coordinator

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| Position Title | Football Operations Coordinator |
| Award | Miscellaneous Award 2020 – Level 3 |
| Role Type | Casual |
| Remuneration | \$30.50/hour |
| Anticipated Hours | 4 – 8 hours/week |
| Location | Alan Ray Oval, 52 Wakefield Ave, Ainslie, Canberra, ACT |
| Reports to | General Manager |
| Applications Close | COB on Monday 26 January. *Please note that interviews may occur prior to the deadline. |

VISION

TO BE THE CLUB WHERE PEOPLE WANT TO BE

OUR VALUES

Tradition, Respect, Inclusion, Commitment & Integrity

OVERVIEW

At the Ainslie Football Club, the Football Operations Coordinator is actively involved in all aspects of the Club - particularly through the football season, as operational requirements increase.

Regular duties include rostering and coordination of the sports trainer's support team, working closely with the AFC Office to deliver on operational requirements for the club, assisting in administrative duties and delivering an enjoyable matchday.

Phone: 02 6248 0100

Email: manager@ainsliefootball.com.au



KEY RESPONSIBILITIES

- Maintain and manage a weekly roster of sports trainers, ensuring there is adequate coverage across all senior teams.
- Maintain and manage a roster of sports trainers to support both senior and junior football matchdays.
- Manage timesheets on a weekly basis.
- Coordinate orders of stock or equipment to support the medical team, ensuring there is ample stock for training and matchday requirements.
- Pack and manage first aid kits for both senior and junior teams.
- Maintain reporting systems for injuries and concussions, ensuring you liaise with relevant support staff.
- Coordinate a roster of staff to manage senior match day at the John O's Canteen.
- Manage the ordering of stock and supplies to service the John O's canteen in preparation for matchday requirements.
- Assist in the delivery of home matches and finals management,
- Assist in the recruitment and rostering of volunteers to fulfill key duties
- Assist in administrative tasks, as required.
- Assist with ad-hoc projects, as required.

ESSENTIAL REQUIREMENTS

- Strong administration skills.
- Well-developed organization and time management skills.
- Ability to interact confidently with groups of participants and stakeholders.
- Well-developed communication and interpersonal skills.
- Ability to work autonomously as well as in a team environment.
- Computer literacy
- Able to work after usual business hours and occasionally on weekends as required.

HOW TO APPLY

To be considered for this role, please submit a written letter addressing your experience relating to the position description along with your current resume to:

Annie Reeson
General Manager, Ainslie Football Club
Email: manager@ainsliefootball.com.au
Phone: 0466 214 615