New Lambton Football Club Juniors
Position Description – Saturday Novocastrian Park Game Day Coordinator

JOB TITLE:

Saturday Novocastrian Park Game Day Coordinator

OBJECTIVE:

This position is primarily responsible for assisting with and coordinating all aspects and responsibilities relating to game day operations.

Specifically, this role will coordinate Novocastrian Park Saturday game day operations, including field allocations, official scheduling, field set-up / pack-down, etc.

RESPONSIBILITIES:

- Assist with and coordinate all aspects and responsibilities of game day operations, including change room accessibility, field allocations, official scheduling, field set-up and pack-down, etc.
- Assist the and coordinate home and visiting team training staff and referees with any needs related to the execution of the game.
- Provide sideline support for operational matters (e.g. first aid, hydration protocols, referee liaisons, duty officer/s and game observers, etc)
- Provide general support to any Football Operations staff in its game day operations
- Assisting in any relevant administrative tasks required by the InterDistrict Committee (as deemed appropriate and necessary).
- Communicate to the relevant teams the scheduling for and any changes to games.
- To be approachable to players, officals and parents, etc.
- To build relationships with all players and officials within the relevant operational scope.
- Attend meetings / workshops in relation to the role.

RELATIONSHIPS:

- Reports to the Operations Manager and General Committee.
- Liaises with all InterDistrict team managers, coaches and players as well as parents and club staff.
- Work with team managers and coaches to provide relevant game day information.

ACCOUNTABILITY:

- It is the responsibility of the Saturday Novocastrian Park Game Day Coordinator to ensure the efficient running of all aspects and responsibilities of game day operations, including change room accessibility, field allocations, official scheduling, field set-up and pack-down, etc.
- Reports to the General Committee to ensure all members are aware of any upcoming issues, etc.
- The estimated time commitment required as the Saturday Novocastrian Park Game Day Coordinator is up to 3 - 5 hours per week.

ESSENTIAL SKILLS:

- Personable and hard working.
- Comfortable interfacing with team officials.
- Sound organisational and scheduling skills.
- Good communication skills – both verbal and written.
- Well-developed interpersonal skills, including empathy and caring qualities.
- An ability to think on their feet, be proactive.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Rostering skills.