New Lambton Football Club Juniors
Position Description – Training Allocations Officer

JOB TITLE:

Training Allocations Officer

OBJECTIVE:

The Training Allocations Officer will be in charge of organising training locations and times for all club teams and ensuring all team coaches and managers are informed of any changes.

RESPONSIBILITIES:

- The Training Allocations Officer shall:
    - Ensure that al teams have submitted a “preferred training allocations” at team Muster Day.
    - At the commencement of the season, and prior to training commencing, compile and distribute a training allocation register to all team managers and coaches,
    - Keep a record of the training allocations, including any changes, etc throughout the season including the time, date, locations, etc,
    - Inform Coaches and / or Managers and the IT Coordinator regarding alterations or amendments to training allocations (e.g. due to wet weather, etc),
    - In cooperation with the Registrar, compile a master list of all Coaches’ and Managers’ email address details,
    - Liaise with the Secretary (and other relevant personnel) with regards to training allocations issues.

RELATIONSHIPS:

- The Training Allocations Officer reports to the Secretary and General Committee of the club.
- A close relationship is required with the Secretary all governing body departments.
- Liaises with all relevant governing bodies, managers, committee members, coaches and staff.

ACCOUNTABILITY:

- The Training Allocations Officer is accountable to the Secretary and General Committee of the club.
- The estimated time commitment required as the Training Allocations Officer is up to 3 - 4 hours per week, with that being more intensive at the beginning of the season.

NEW LAMBTON
FOOTBALL CLUB

ESSENTIAL SKILLS:

- Well informed of all club activities.
- Aware of the future direction and plans of club.
- A good understanding of league requirements at local, regional and higher levels.
- Computer literate in the various relevant computer applications.
- Good communication skills.
- Passionate about the club and dedicated to improving club practices.
- Well organised and able to work under pressure, especially at the beginning of the season.
- Report writing skills for General Committee reports.
- Receptive to change.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Listening skills.