

Can you help lighten the load?



SUSTAINABLE – GROWTH - STRENGTH				
Position title	Description	No. of people in position	Approx hours	Frequency
Club Management	The Management part of the club is the official board, where we have a Chairperson, Vice Chairperson, Treasurer, Secretary and General Committee Members etc. It is the think tank behind the club, the driving force on the clubs' direction and stability.			
Committee member 2	A 'football' qualified individual that understands the needs and requirements, and who speaks and understands the language. To help guide the committee/board on the best direction for the club and its operations relating to Soccer. (The committee already has Accountants, Females in Football representative and a building and Grounds person, the need for Football experienced and minded people are needed.)	3	3	Monthly
Committee member 3	As above	3	3	Monthly
Club Football	The Football part of the club is where all the football related operations occur. It is about the operation of the physical game itself.			
Age group coordinators – see individual ages below	The benefit of coordinators like these are to obtain an intrinsic understanding of all players in the age group, to assist with the styles of communications required for the different participation levels: Advanced, Development & Social (A, D, S). Strategise to maximise retention within their age group. The approximate number of players in any one age group across all participation levels is 50-60	18 same job: different age and gender level		Monthly (periodical hours on carnival day or trials)
U18	A person who will be abreast of players in their age group and their respective participation level (A, D, S). They will assist with	1	1	Monthly As above

	trials throughout the season and other activities in between, carnivals etc, specific to your age group.			
U17 Girls	<i>As above</i>	1	1	Monthly As above
U16	<i>As above</i>	1	1	Monthly As above
U15	<i>As above</i>	1	1	Monthly As above
U14	<i>As above</i>	1	1	Monthly As above
U13	<i>As above</i>	1	1	Monthly As above
U12	<i>As above</i>	1	1	Monthly As above
U11 Girls	<i>As above</i>	1	1	Monthly As above
U11	<i>As above</i>	1	1	Monthly As above
U10	<i>As above</i>	1	1	Monthly As above
U9 Girls	<i>As above</i>	1	1	Monthly As above
U8	<i>As above</i>	1	1	Monthly As above
U7	<i>As above</i>	1	1	Monthly As above
U6	<i>As above</i>	1	1	Monthly As above
The Club	The club side of the venture is all the behind-the-scenes aspects of running a not-for-profit company. The action house so to speak where all the leg work happens to ensure the players are on the field, wearing the correct uniforms, using the correct equipment, with the correct personnel etc			
Canteen Manager	Monday comms re: Weekly Schedule, Gas Refills (until clubhouse closure), Comms re: Wet Field Night Closures, Food-truck coordination when clubhouse closes.	1	1	Weekly
Equipment Coordinator 1	Ensuring we have adequate equipment (balls, cones, bibs, goals, portable goals, agility poles, etc for the issue / use of all coaches. In collaboration with the TD on the required equipment (table created), coordinate the issuing and return of items, as well as maintain a register of such (Spreadsheet created). Given there are ideally three people in this position, the list of jobs above are divided between them, but can be arranged based on interest.	3	25 10 in first week of season, 5 during season, 10 in the last 2 weeks of season	Yearly
Equipment coordinator 2	<i>As above</i>	3	25 As above	Yearly
Facilities Coordinator 1	Checking and comms re: wet Fields, Maintenance, Cleaner Co-Ordinator, Equipment Repairs, Patio Hose Off Monthly	2	1-2	Weekly
Office Support 1	The Office at the club is open 3 (early in the year) - 4 (during the season) afternoons per week. Consisting of the below responsibilities: Issue training/playing kits and update register of uniforms issued Sale of uniforms Liaise with uniform co-ordinator regarding uniform stocks levels	3	1.5 Approx. 5:00 – 6:30pm Day of the week negotiable based	1 x Weekly (Jan – August)

	Assist general member enquiries and direct to relevant area if required		on your availability	
Office Support 2	<i>As above</i>	3	1.5	Weekly
Uniform Coordinator 1	Given there are three uniform coordinator positions the below list of jobs are divided between them, but can be rearranged based on your interest, Team and or specialty area: Maintain inventory of Social & Development training/playing kits to ensure sufficient stock levels – liaise with Office Support Check delivery of uniform orders Maintain uniform storage room Assist the Office Support in distribution of uniforms at the beginning of the season	3		Most time required in January Attend to ad hoc requests during the season
Uniform Coordinator 3	Distribution and return of Advanced (FQPL Men/Women, FQAL Juniors/MiniRoos) playing kits – liaise with Team Managers Maintain inventory of Advanced players and coaches off-field uniforms – liaise with Team Managers Assist the Office Support in distribution of uniforms at the beginning of the season	3		
Video Editor 1	A person with an understanding of soccer and what constitutes the highlights of a game as well as the savvy-ness of video editing. Every game that has been recorded on our Veo camera is ready to be condensed to a 5-10 minutes highlights package.	3	2	Weekly.
Video Editor 2	<i>As above</i>	3	2	
Video Editor 3	<i>As above</i>	3	2	
Volunteer Coordinator	This position may become redundant if we can fill majority of positions. Our club runs on a bank of volunteers who require someone they can contact for quick answers and help with problem solving. This person will have a broad knowledge of the club and its operations. They will be responsible to matching desires and abilities of volunteers to a job. They will step in when gaps are presented to ensure smooth operation.	1		
Waste Management coordinator	Empty Bins from around the club into the large bin then place in front of the gate ready for Monday Morning Early Collection	1	30mins	Weekly Sunday arvo/ evening
Weather person	Is responsible for the opening and closing of fields. Guided firstly by CoGC closures, then do a physical inspection of grounds/fields: On training days - prior to 3:00pm, On Game days – 2-3 hours prior, to ensure FB and Squadi are updated in a timely manner.	1	45 min on rainy days	Weather dependant. Indeterminable
Webmaster	To ensure the content on our webpages is timely and accurate (an area of needed improvement). WordPress experience beneficial. You will also ensure our email storage is managed efficiently, with close attention to the Social Media address with large files.	1	30 mins	Weekly