



POSITION DESCRIPTION - MANAGER (JUNIOR)

The Team Manager works closely to with the Team Coaches to support the day-to-day running of the team. It is a varied role and involves being responsible for the access, security and maintenance of team and club equipment, being the team's point of contact for parents, being a liaison with the Junior Coordinator and ensuring that everything runs smoothly at training and on game day. It is a role which is responsible for much of the behind the scenes work and is integral to the performance of the team.

Qualifications & Experience:

- Well organised administratively
- Current Working With Children check
- A good listener who's easy to approach
- Calm under pressure
- Health and safety minded
- A good time keeper
- Empathetic

Duties:

- Fill in team sheets and other relevant forms before matches
- Complete the score sheet on game day, ensure the referee signs it, and communicate the scores to the VRU
- Ensure there is a First Aid kit, strapping and adequate water for trainings and game day
- Be responsible for the storage and maintenance of team equipment
- Keep an up-to-date list of all team kit, including team jerseys, balls, crash pads, cones
- Ensure the team is appropriately dressed for matches, including arranging for the team jerseys to be washed between matches
- Ensure players, families and supporters know where trainings and games are each week
- Ensure the grounds and facilities are safe for players, spectators and visitors
- After the game, oversee the cleaning of the change rooms and ensure everything is restored to how it was before the game
- Complete match reports for the Club newsletter

What you'll get out of it:

The varied nature of the duties makes this an extremely stimulating and rewarding role. Acting as a positive influence and role model to the team and supporters, you will have the opportunity to influence and shape the lives of young players whilst watching them grow and develop. It is a role where the more you put in to it, the more you get out of it.