



## **Abbotsford Juniors Football Club Position Description – Facilities and Grounds Manager**

### **JOB TITLE:**

Facilities and Grounds Manager

### **OBJECTIVE:**

To manage the security of the Abbotsford Juniors Football Club Campbell Park facilities, manage the storage of the club's football equipment and supervise the set-up of match day pitches in accordance with CDSFA/FNSW requirements.

This opportunity is open to any parent, player, family or group of parents/players who wish to volunteer and assist Abbotsford Juniors Football Club continue to provide its service to football and the wider community.

### **RESPONSIBILITIES:**

- Co-ordinating opening and secure closing of the club's Campbell Park facilities on training nights (conducted Tuesday, Wednesday and Thursday) and match days (Friday night, Saturday and Sunday).
- Manage the storage of the club's football equipment, as it is returned by teams to the club's facilities, following training and matches.
- Supervise the set-up of Match Day pitches by the club's teams, in accordance with CDSFA/FNSW requirements.
- At a minimum (depending on amount of usage & rain), fortnightly line marking of Mini (U8/U9) and Half (U10/U11) pitches on Campbell Park and Lysaght Park.

### **RELATIONSHIPS:**

- Reports to the President and Treasurer.
- Competition Secretary and Schedule Administrator
- Liaises with Coaches, Team Managers and volunteer parents, as required, to facilitate timely Match Day pitch set-up and secure close of facilities.
- Equipment Manager, as required, to ensure all training and Match Day equipment is maintained.
- Council Liaison Officer – coordinating requests to Council for maintenance or remedial actions on grounds, fields or facilities.

### **ACCOUNTABILITY:**

- The Groundsman & Facilities Manager is to ensure that the club's Campbell Park facilities are secure at all times.
- Must ensure that the club's football equipment is safely stored in the club's facilities at all times.
- Ensure any damaged equipment is reported to the President and General Committee on a timely basis, so that repairs or replacements can be arranged without impacting football training and games.
- Ensure match day pitches are set-up in accordance with club, CDSFA/FNSW requirements, including good quality line marking of Mini and Half pitches at Campbell Park and Lysaght Park.
- Ensure that match officials are present at games conducted at Campbell Park and Lysaght Park by prompting home teams to nominate a volunteer parent to act in accordance with CDSFA requirements.



#### **REMUNERATION:**

- The estimated weekly time commitment required as the Groundsman and Facilities Manager is up to a maximum of 30 hours per week\*.
- Facilities opening & closing times are as follows:
  - o Training nights: 4.15pm & 8.45pm
  - o Match Days: 7.45am & 4.45pm
- Remuneration ( Tax free) of \$12,000 (\$2,400 per month) will be paid monthly in arrears, covering the period 1 April – 31 August (5 months) each winter season.

\* Assumes in attendance at all times on Training nights and Match Days between opening and closing times, which may not always be required.

#### **ESSENTIAL SKILLS:**

- Consistently demonstrates alignment to the Club's Purpose and Values.
- Dedicated club person.
- Outgoing personality.
- Effective communicator.
- Enthusiasm and dedication.
- Good listening ability.
- Well organised.
- Passionate and dedicated to promoting the club to the wider community

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