

Abbotsford Juniors Football Club Position Description – Groundsman & Facilities Manager

JOB TITLE:

Groundsman & Facilities Manager

OBJECTIVE:

To manage the security of the club's 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.

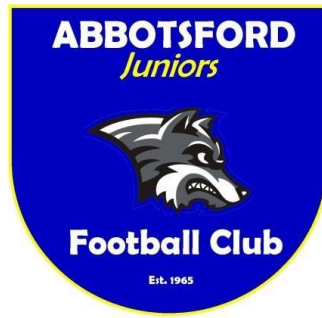
This opportunity is open to each and every parent, player, family or group of parents/players and provides you with the platform to become an integral part of the AJFC community.

RESPONSIBILITIES:

- Opening and secure closing of the club's Campbell Park facilities on training nights (Tuesday, Wednesday, Thursday) and match days (Saturday, 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, fortnightly line marking of Mini (U8/U9) and Half (U10/U11) pitches on Campbell Park and Lysaght Park.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Scheduling Administrator
- Liaises with Team Managers, as required, to facilitate timely Match Day pitch set-up and close.
- Equipment Manager, as required, to ensure all training and Match Day equipment is maintained.
- Council, as required.



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 Equipment Manager 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.

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:
 - Training nights: 4.15pm & 8.45pm
 - Match Days: 7.45am & 4.45pm
- Remuneration 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.