

Abbotsford Juniors Football Club Position Description – Scheduling Administrator

JOB TITLE:

Scheduling Administrator

OBJECTIVE:

The main role of the Scheduling Administrator is to support the Groundsman & Facilities Manager to execute on his/her responsibilities by performing specific duties.

RESPONSIBILITIES:

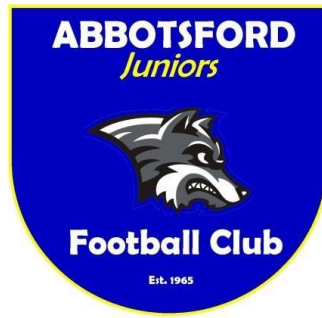
- Preparing a roster of Ground Officials for Match Days for games played on full size Pitches at Campbell Park & Lysaght Park.
- Communicating (weekly) with teams regarding pitch set-up and pack away on Match Days.
- Communicating (weekly) with rostered teams regarding Ground Officials at Campbell Park & Lysaght Park.
- Preparing a schedule of Training Allocations for Tuesday, Wednesday & Thursday nights across Campbell Park and Lysaght Park pitches, including re-allocation of training spaces due to mid-week matches as notified by the Competition Secretary.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Groundsman & Facilities Manager
- Team Managers and players/parents
- Competition Secretary

ACCOUNTABILITY:

- Ensure roster of Ground Officials is prepared and communicated to teams/players/Managers.
- Ensure schedule of Training Allocations is prepared and communicated to teams/players/Managers, including re-schedules (as required).
- Weekly communication of Pitch Set-Up/Pack Away and Ground Officials.



The estimated weekly time commitment required as Scheduling Administrator is 1-2 hours per week.

ESSENTIAL SKILLS:

- Consistently demonstrates alignment to the Club's Purpose and Values.
- Dedicated club person.
- Effective communicator.
- Enthusiasm and dedication.
- Well organised.

DESIRABLE SKILLS:

- Negotiating skills.
- Empathy with varying groups of people.