



## Game Day Support – Job Description

Accountability Volunteer Coordinator

Hours Hours will vary with most hours being on game days. Average 4hrs per week.

### GENERAL DESCRIPTION - OBJECTIVES

- To provide support on game days to ensure the efficient management of all roles during game days.
- This role needs to be filled by an existing committee member
- This role also exists as a separate committee role

### RESPONSIBILITIES

- Open and then close the facility on the chosen game day
  - *Open/Close Canteen for Canteen Support staff*
  - *Open/Close Equipment storage area*
  - *Open/Close First Aid Room*
  - *Open/Close Umpire Rooms*
  - *Open/Close Required Change room for the day*
  - *Ensure game day roster is displayed for members and visitors to see which oval they have been assigned for the game day*
  - *Assist in canteen close financial management processes*
- Team coordination
  - ensure teams assigned for oval setup know what oval they need to setup
  - Coordinate assigned volunteers for the day. Do not take on the role of doing the volunteer jobs but coordinate the assigned teams
- Visitor Information Point of contact
  - Ensure visiting teams know what change rooms have been assigned for the day
  - Ensure teams bags are removed or set to one side by team coaches / team managers at ¾ time to ensure next team has access to change rooms
- Umpire welcome
  - Assist umpires in finding the right fields
  - Assist umpires in finding correct Match Day Official for the day.
- Escalation point
  - Assist and guide Match Day official roles
  - Escalate any volunteer roles not being filled to the Volunteer Coordinator
  - Escalate any issues / incidents to committee as required

### QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Be fit to complete manual labor when required.

### RELATIONSHIPS

- Liaises with Executive committee when necessary
- Liaises with all Junior and Auskick coaches when necessary
- Reports into the Volunteer Coordinator