



## Majura Football Club Position Description – Club Grounds Coordinator

### JOB TITLE:

Grounds Coordinator (Volunteer Position)

### HOURS PER WEEK:

The estimated time commitment required as the Grounds Coordinator is a minimum of 2-3 hours per week. Primary days of duty will be all game Saturdays during the season. Early Saturday morning starts and late Saturday finishes at Dickson Playing Fields is a requirement of this position.

### ROLE DESCRIPTION:

To provide vital Saturday morning game day support to ensure the efficient scheduled game day operation of the club.

### RESPONSIBILITIES:

- Directs and oversees team volunteer set-up of all fields and field formats for the junior competitions (U5 – U11) and more senior team pack-up of playing fields (U12 – U18+).
- Conduct an early risk assessment of playing fields as required which may be due to wet weather etc and provide advice the President.
- Manages any game equipment maintenance deficiencies.
- Liaise with Administration Officer to ensure that a weekly volunteer set-up roster is prepared and the appropriate number of volunteers are present.

### RELATIONSHIPS:

- Reports to the President and Vice President.
- Directs and delegated various rostered on team set-up crews on field set-up processes.

### ACCOUNTABILITY:

- The Grounds Coordinator is accountable to the President and Vice President for ensuring the grounds are set-up each Saturday during the junior season, with the correct equipment to ensure games can be played in accordance with the game schedule as created by the club Administrator.



#### **ESSENTIAL SKILLS:**

- Dedicated club person
- Outgoing personality and able to delegate efficiently.
- Effective communicator.
- Good organisational skills.
- Good problem-solving skills.
- Flexible to a changing game day environment and schedule.

#### **DESIRABLE SKILLS:**

- Outgoing personality.

#### **VOLUNTEER BENEFITS:**

- Community club organisational role.
- Enhances direct public facing engagement.
- Enhances delegation and problem-solving skills.
- Enhances the opportunity to influence club game day policy and processes.