



Hills District JRLFC & TA Inc.

POSITION DESCRIPTION

Position Title:	Club Operations Manager	Category:	Committee Member
Job Description			
<p>The Club Operations Manager works with the Committee, Property Steward and Ground Managers to ensure that all teams have the necessary equipment and apparel to train and play and that home games are run smoothly and on time.</p>			
Knowledge & Skills Required			
<ul style="list-style-type: none">• Effective organizational and time management skills• Ability to supervise others• Attention to detail• Good listener & ability to liaise with members of the Club in a friendly and welcoming manner• Ability to negotiate successfully with internal/external stakeholders and suppliers			
Objective			
<ul style="list-style-type: none">• To coordinate all off field football activities for the clubs teams to ensure that all players and off field staff are provided with the highest level of support to enable them to compete and perform at the highest level.• To ensure that all game day paperwork is accurately completed and submitted on time.• To provide support to the Executive and Committee members to ensure the efficient operation of the Club			
Responsibilities			
<ul style="list-style-type: none">• Assist Executive to develop and maintain annual Calendar of all events and games, along with associated rosters• Implement and maintain Governance Manual & Operations procedures• Implement and maintain a Risk Management plan• Develop policies and procedures that will address risk issues• Working with the Registrar, assist with Player registrations, transfers and clearances• In conjunction with C&D, ensure appropriate people are appointed (Coaches, Team Managers, Trainers, Ground Managers) and registered with the Junior League• Ensure all equipment is available as required by Coaches and/or Junior League and that is in good working order (including game balls)• Oversee the maintenance and management of all training and game equipment (including pads)• Coordinate submission of game sheets for game days and when completed into the Junior League office• Assist with the identification of quality advocates for players attending Junior League tribunal hearings• Ensure all equipment owned by the club are retained by the Club• Act as a liaison for players, coaches, Club Executive and General Committee			

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Additional Notes			
Reviewed By:	Rick Palin	Date:	25 November, 2016
Approved By:	Glenn Starr / Michael Gremmo	Date:	7 December, 2016
Last Updated By:	Rick Palin	Date/Time:	25/11/2016 1:00PM
Office Bearer:		Term:	BOM 2016 Season
Signature:		Date:	