



Pine Rivers United Sports Club INC

Position Description –Mini Roos (U6 to U11) Operations Manager

JOB TITLE:

Mini Roos (U6 to U11) Operations Manager

OBJECTIVE:

- To co-ordinate all off field football activities for the Mini Roos 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 provide support to the Executive and Committee members to ensure the efficient operation of the Club

RESPONSIBILITIES:

General

- Assist other Committee members in their duties as required
- Undertake tasks at the request of the President, Executive or General Committee

Pre-Season

- Coordinate formulation of the Football Operational Plan, together with the Junior Competition Operations Manager, and the Director of Coaching/Coaching Coordinator (Junior), where applicable
- Appoint appropriate personnel, or ensure they are appointed, team managers, trainers, runners and other team support staff to ensure smooth running on game days

During Season

- Coordinate delivery of the Football Operational Plan
- Provide documentation in consultation with the Treasurer, all player payments and fees
- Liaise between players, coaches, managers, Executive and Club Management
- Ensure all equipment is available as required by Coaches and/or League and that it is in good working order – including match balls
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake their specific role.
- Oversee the maintenance and management of all training and match equipment including goals and nets
- Ensure equipment, e.g. jerseys and footballs owned by Club are retained by Club.

PINE RIVERS UNITED SPORTS CLUB INCORPORATED

PO Box 268, STRATHPINE QLD 4500

Wendy Allison Park, 188 Samsonvale Road, STRATHPINE QLD 4500

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www.pineriversunited.org.au

secretary@pinerivers.org.au



RELATIONSHIPS:

- Reports to the President and Executive.
- Support the Mini Roos coaches, football management team, football support staff including team managers and umpires

ACCOUNTABILITY:

- The Mini Roos Operations Manager is accountable to the President and Executive
- The Mini Roos Operations Manager shall seek ratification from the Executive Committee of a football budget and shall thereafter have the authority to act within the limits of that budget without reference to the executive
- Provide a written report on portfolio operations to the monthly Executive Meeting

The estimated time commitment required as the Mini Roos Operations Manager is up to 4-6 hours per week around peak periods. Away from these times, it would decrease.

ESSENTIAL SKILLS:

- Good organisational and communication skills
- Passionate and dedicated to promoting the club to the wider community.
- Willing to work with others to share knowledge and assist with any problems / questions.

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