



FOOTBALL ST GEORGE

POSITION DESCRIPTION

Role: Casual Venue Coordinator

Department: Competitions

Location: Sydney, NSW

ATTITUDE AND BEHAVIOURS:

As this role within Football St George includes operating as part of a team, you are expected to work as a team member, show appropriate behaviours and respect to all our employees and stakeholders, and work with a spirit of co-operation.

You will embody our behaviours of being Supportive, Transparent, Ambitious, Respectful, Unified, and having Integrity.

PRIMARY OBJECTIVE:

The Venue Coordinator is a casual position with Football St George.

The Venue Coordinator is Football St George's representative at football facilities and provides a connection between Football St George and the stakeholders and participants at the venue.

The Venue Coordinator will ensure the venue they are working at is prepared for matches, will engage with the referees and competing teams, provide support and advice as required, report any incidents to Football St George, and facilitate the seamless delivery of matches at the venue.

SPECIFIC ACCOUNTABILITIES:

General

- ▶ Represent Football St George in a professional manner at all times.
- ▶ Perform all duties as required by the Club Services Coordinator.

At Venues

- ▶ Coordinate set-up of the field of play, including putting up goal nets, setting out corner and half ways flags, preparing technical areas, and removing any danger or obstruction from the field of play as identified by the Referees.
- ▶ Coordinate set-up of the venue, including opening the change rooms, referees' room, medical room, and gates to spectator seating.
- ▶ Ensure the floodlights are turned on when required.
- ▶ When directed, operate available scoreboards, or access the competition management system to upload scores and other match data.
- ▶ Greet the teams and referees on arrival.
- ▶ Ensure the venue is left in a clean and tidy condition, including the technical areas, field of play, change rooms, other operational rooms, and spectator areas.
- ▶ Lock up the venue as directed.
- ▶ Report any issues or concerns to Football St George.
- ▶ Support the teams and referees should there be an emergency, including calling emergency services and coordinating access to the venue for emergency services vehicles and personnel.

KNOWLEDGE, SKILLS, AND BEHAVIOUR REQUIRED

- ▶ High level communication skills (verbal and written).
- ▶ Excellent time management.
- ▶ Ability to maintain composure under pressure.
- ▶ Ability to work successfully with staff, clubs, and other stakeholders in a harmonious atmosphere.
- ▶ Eligible to work in Australia.
- ▶ Working with Children Check compliant.
- ▶ Interest in and knowledge of football is desirable.
- ▶ The job may suit someone currently studying sport or event management.

MAJOR INTERACTIONS

- ▶ Football St George staff.
- ▶ Club coaches, players, and spectators.
- ▶ Service providers.

APPLICATIONS

Applicants should provide a cover letter addressing their capability to deliver against the specific accountabilities, and a resume demonstrating their relevant experience.

Please address all applications to the Football St George Club Services Coordinator.

Applications must be lodged by email to info@footballstgeorge.com.au **no later than 5 August 2022.**