



# Competition Coordinator

**Job Title:** Competition Coordinator

**Reports:** State Competitions Director

The role of the Competitions Coordinator involves the day-to-day operations of organising weekly matches and organising events (i.e. Finals/Presentation days and Gala days & Carnivals). It is also the responsibility of the Competitions Coordinator to create and maintain a calendar of events for the specific season.

## Skills Required

- Trustworthy.
- Mature.
- Responsible.
- Competent and knowledgeable.
- Ability to interact with officials, players, coaches and club officials.
- Working with Children accreditation

## Key Roles & Responsibilities

- delegate to association meetings
- create and maintain calendar of events for season
- coordinate all events for the league (ie. Finals/Presentation days and Gala days & Carnivals)
- regularly update and maintain the league website
- retrieve weekly match results from the league's website and distribute them to the relevant media
- prepare newsletter and any other publications
- manage registration reporting
- ensure teams and their participants are registered
- set guidelines for team registrations prior to season kick off
- review player and parents code of behaviour
- establish links with existing teams in the specific format
- promote player development with representative opportunities

## Key Selection Criteria

### **Mandatory:**

- Planning and Organisation
  - Able to efficiently establish an appropriate course of action to accomplish a goal
- Management Control
  - Able to control and maintain processes, people and tasks
  - Communication Skills
  - Relates easily to others
  - Willingness to accommodate other people's points of view
  - Able to express ideas clearly in a verbal and written manner
  - Able to clearly understand verbal and written material
  - Has good presentation skills
- Attention to Detail
  - Accomplishes tasks efficiently by considering all areas involved
- Adaptability
  - Able to remain effective when faced with changing tasks, responsibilities or people
- Delegation
  - Able to effectively allocate responsibilities to the appropriate subordinate or resource
- Proficiency in Microsoft Office and Web Browsers (Word, Excel, PowerPoint & Outlook)



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- Able to prepare simple word processing documents
- Able to upload information to a web page
- Able to retrieve information from a web page

## **Desirable:**

- Experience in both working as a volunteer and working with volunteers & Volunteer committees
- Experience in organizing events (preferably sporting events) for a large number of people
- Previous Gridiron experience or other experience in the sports industry

## **Volunteers have the right to:**

- An orientation to the league
- A clear job description
- Job satisfaction
- Support and respect from the League and co-workers
- Guidance from someone who is experienced and well informed
- Be involved in decision making
- Have access to training if needed
- Insurance and safety
- Know who they are accountable to and have clearly defined channels of communication open to them
- Know what tasks they will be expected to perform and say "no" to tasks they are unable to do or do not want to do

## **Volunteers have the responsibility to:**

- Be sure they have the time to take on the position/task
- Be loyal – offer suggestions, but don't knock other people's ideas
- Be willing to learn – training is essential to any job well done
- Keep on learning – Know all you can about your organisation and your job
- Welcome supervision – you will do a better job and enjoy it more
- Speak up – ask about things you don't understand
- Be dependable – do what you agree to do
- Be a team player – respect the function of other staff and treat them fairly
- Provide feedback on the work being done

Please send all relevant information (resume) to [peter.steve@gridironvictoria.com.au](mailto:peter.steve@gridironvictoria.com.au)