



**NORTHERN KNIGHTS FOOTBALL CLUB
POSITION DESCRIPTION**

Position: Match Day Coordinator	Date: November 2017
Department: TAC Cup Girls	Location: Northern Knights Football Club

Key Relationships	<p>Reports to:</p> <ul style="list-style-type: none"> Northern Knights Talent Manager TAC Cup Girls Manager <p>Direct Reports:</p> <ul style="list-style-type: none"> Nil <p>Other Key Relationships:</p> <ul style="list-style-type: none"> Northern Knights Football Administration Officer TAC Cup Girls Head Coach TAC Cup Girls High Performance Manager TAC Cup Girls Development Coaches
Organisation Environment	<p>AFL Victoria's vision is to be regarded as the accessible sport for all Victorians. We will do this :</p> <ul style="list-style-type: none"> Increasing opportunities to participate in Australian Football; Nurturing and promoting participation and talent pathways; Strengthening the community connection to Australian football.
Overview of Role	<ul style="list-style-type: none"> The role of a TAC Cup Girls Squad Match Day Coordinator is to assist the team in areas off field. This can include equipment, match day paperwork and team management as well as being able to conduct and promote a positive image for AFL Victoria

Key Accountabilities	<p>Time Requirement</p> <ul style="list-style-type: none"> Commencing in November and finishing in May Mondays and Wednesday Nights Weekend Fixture Matches from March onwards <p>Duties</p> <ul style="list-style-type: none"> Maintain usage of equipment for Northern Knights TAC Cup Girls Squad Update and maintain various football documents e.g. training attendances, fitness results etc. Manage Administrative Match Day Duties for TAC Cup Girls Squad, such as Team Lists and ensure Game Day Roles are covered by Parents, eg: Timekeeper. Other duties as directed by the TAC Cup Girls Manager
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<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Key Selection Criteria</p>	<p>Key Selection Criteria:</p> <p>Mandatory</p> <ul style="list-style-type: none"> ➤ Demonstrated personal initiative and ability to work effectively in a team environment. ➤ Sound knowledge of the football industry ➤ Highly developed verbal and written communication, interpersonal and negotiation skills ➤ Demonstrated leadership skills ➤ Developed IT skills <p>Desirable:</p> <ul style="list-style-type: none"> ➤ Experience working as property steward, or in sports management
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">AFL Values</p>	<p>Play to Win We rise to every challenge and do what we say we will do – we own the outcome. We thrive on pushing the boundaries beyond what we have done before to achieve the extraordinary for our people, fans, partners and the community.</p> <p>Play Fair Respect, integrity, honesty, empathy and a great work ethic earns us the right to play.</p> <p>Play with Passion We love what we do. Passion, energy, fun and perseverance is at the heart of our sport and is what drives how we work.</p> <p>Play as One Team We work as one team because together we achieve better outcomes. We bring out the best in each other by embracing our diverse range of ideas, skills and backgrounds to achieve individual and shared success. We celebrate our wins and always have each other's back.</p>