

AIRPORT WEST FOOTBALL CLUB Inc.

Club Ph: 9335 4539
Club Fax: 9334 5041
Email: admin@airportwestfc.com
Website: www.airportwestfc.com

ESTABLISHED 1961
(Affiliated with E.D.F.L.) Incorporating APW / St. Christophers Juniors

A.B.N. 80 982 296 791

All Correspondence to:
The Secretary
A.P.W.F.C
P.O. Box 77
Niddrie, Vic., 3042

Volunteer Job Descriptions

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Introduction

Airport West Football Club relies heavily on the unpaid work of volunteers and values their contribution highly. The roles are broken up into areas or groupings within the Club. These are;

- Training and Match Day
- Football Operations
- Finance and Funding
- Communications and Marketing
- Facilities and Hospitality
- General

Purpose

This document outlines the majority of volunteer roles within the Airport West Football Club to ensure the ongoing operation and progressive development of the Club.

Authorisation

Airport West Football Club Committee

Area:**Training and Match Day**

Role	General Responsibilities	Coordinated by	Time expected	No. Required
Coach	<ul style="list-style-type: none"> - Coaching of the side - Coordinate Player Development and Welfare - Assist with the recruitment of players 	Juniors - Junior Vice – President / Age Coordinator Seniors – Senior Vice President	6-8 hrs per week	7 (Under 10's to Under 18's) (1 per side)
Assistant Coach	<ul style="list-style-type: none"> - Assist the Coach wherever necessary and attend all training and match days 	Coach	6 hrs per week	10 (1 per side)
Goal Umpire	<ul style="list-style-type: none"> - Waving the flags during the match and keeping score 	Team Manager	1-2 hrs per week	8 (1 per side)
Boundary Umpire	<ul style="list-style-type: none"> - Running the boundary 	Team Manager	1-2 hrs per week	8 (1 per side)
Water Person	<ul style="list-style-type: none"> - Providing water to the players 	Team Manager	1-2 hrs per week	12 (1/2 per side)
Trainer / First Aid	<ul style="list-style-type: none"> - Attendance at games to provide medical attendance and preventative measures to players where necessary - Must hold a certificate in First Aid. Training reimbursed by the Club if necessary 	Team Manager	2 hrs per week	6 (Juniors only) (1 per side)
Time Keeper	<ul style="list-style-type: none"> - Oversee the timing of the match and keeping score 	Team Manager	1-2 hrs per week	10 (1 per side)
Umpires Escort	<ul style="list-style-type: none"> - Escort the umpires to / from the ground and also at intervals - Ensure umpires are provided drinks during the intervals and within the umpires rooms 	Team Manager	1 hr per week	10 (1 per side)
Mentor / Buddy	<ul style="list-style-type: none"> - Partnering with Junior Player or Side and teaching, mentoring or helping with training 	Junior Vice – President / Coach	2 – 3 hrs per month	

Area:**Football Operations**

Role	General Responsibilities	Coordinated by	Time expected	No. Required
Age Coordinator	<ul style="list-style-type: none">- Coordinate team managers, coaches and assistant coaches- Maintain and update team lists and communication details- Collect membership fees- Handle disputes and team selection within age groups- Sit on Junior Committee- Assist Junior Vice-President where necessary	Junior Vice – President	4 hrs per week	4
Team Manager	<ul style="list-style-type: none">- Coordinate team lists on match day and submit to umpires at half time- Coordinate Match Day helpers- Collect match fees from players- Pass out jumpers and collect at end of game- Submit match reports to EDFL- Prepare match reports for APW newsletter/website	Age Coordinator	3-4 hrs per week	10 (1 per side)
Auskick Coordinator and Helpers	<ul style="list-style-type: none">- Oversee the recruitment and coaching of the Auskick group- Provide integration initiatives to assist in the transition to Under 10 level	Junior Vice-President	2 hrs per week	2 - 4
Development and Coaching Mentor	<ul style="list-style-type: none">- Oversee the coordination and development of the Junior Coaches, providing feedback, teaching and coordinating/booking Coaching Courses- Introduce and initiate player development courses / training- Attendance at games and training where necessary- Sit on Junior Committee	Junior Vice-President	4 – 6 hrs per week	1 - 2
Recruitment	<ul style="list-style-type: none">- Assist in the recruitment of players to junior and senior level	Junior and Senior Vice-President	6 hrs per week (early in season)	2 - 4

Area:**Finance and Funding**

Role	General Responsibilities	Coordinated by	Time expected	No. Required
Assistant Treasurer	<ul style="list-style-type: none">- Collection and counting of monies to be banked- Assist with the development of budgets and cash flow- Assist Treasurer where necessary	Treasurer	2 hrs per week	1
Sponsorship Officer	<ul style="list-style-type: none">- Target and negotiate with potential businesses for sponsorship- Development of sponsorship packages for each season- Liaise and communicate with sponsors on a regular basis- Coordinate with Social / Events for Sponsor Functions	Treasurer	2 hrs per week	2 - 3
Grants Applications	<ul style="list-style-type: none">- Research and source grants to apply on behalf of the Club- Coordinate with Committee for potential projects to apply for funding- Write applications and de-brief report to the nominated funder	Treasurer / Committee	1 - 2 hrs per week	1 - 2
Players Sponsorship	<ul style="list-style-type: none">- Promote players sponsorship- Collect monies and keep records of player's sponsor and hand out merchandise where required. Coordinate with Sponsorship Officer for details to be consolidated- Coordinate players photographs and ensure they are positioned within the Clubrooms	Treasurer	1 hr per week	2 (1 each Juniors and Seniors)
Fundraising	<ul style="list-style-type: none">- Introduce fundraising initiatives to the Club and coordinate helpers or material.	Treasurer	2 hrs per week	2 - 3

Area:**Communications and Marketing**

Role	General Responsibilities	Coordinated by	Time expected	No. Required
Assistant Secretary	<ul style="list-style-type: none">- Assist in overseeing the overall communication strategy of the Club, including correspondence, emails, newsletters and website- Assist the Secretary where necessary- Media representative	Secretary	2 – 4 hrs per week	1
Website Administrator	<ul style="list-style-type: none">- Development and maintenance of the Club's website	Secretary / Assistant Secretary	2 – 4 hrs per week	1 - 2
Newsletter and Correspondence	<ul style="list-style-type: none">- Compilation of monthly newsletters- Distribution of Club correspondence where necessary	Secretary	2 – 4 hrs per month	1
Marketing and Graphics	<ul style="list-style-type: none">- Development and distribution of flyers and tickets for events or correspondence- Overall strategy to increase Club's profile within the community- Sound computer and graphics skills	Secretary	2 – 4 hrs per month	1
Photography and Video	<ul style="list-style-type: none">- Match day photography / video for publication to website and newsletters- Interviews with players- Player sponsorship photos and framing in coordination with Player Sponsorship Manager	Secretary / Player Sponsor Manager / Website Administrator	1 - 2 hrs per week	1 - 2

Area:**Facilities and Hospitality**

Role	General Responsibilities	Coordinated by	Time expected	No. Required
Canteen Manager	<ul style="list-style-type: none">- Ordering of stock and completing periodic stock take- Coordinating Canteen helpers- Ensure canteen is left clean and healthy and all times- Development of menu for canteen operations from Thursday to Sunday- Profit / Loss Statement and Balance Sheet in coordination with Treasurer	Treasurer / Committee	> 20hrs	1 - 4
Canteen Operator	<ul style="list-style-type: none">- Assist in the preparation and selling of products at the canteen during operation times- Assist in the cleaning of the canteen area upon completion of operation- Operate cash register	Canteen Manager	4 - 8 hrs per week	4 - 6
Function Caterer	<ul style="list-style-type: none">- Coordinate / Assist in the preparation and distribution of food during events and functions- Ensure kitchen is left clean and tidy upon the completion of the event	Canteen Manager / Social Secretary	4 - 8 hrs per function	2 - 4
Bar Operator	<ul style="list-style-type: none">- Assist in the serving of drinks during operation hours of the bar- Stocking of fridges and general cleaning up in the bar- RSL certificate to be organised by the Club on request	Bar Manager	2 - 4 hrs per week	4 - 6
Function and Event Helper	<ul style="list-style-type: none">- Coordinate events with the Social Secretary- Suggestion of possible functions throughout the season- Coordinate helpers during the events- Liaise with Treasurer regarding budgets	Social Secretary / Junior Vice - President	4 - 8 hrs per function	2 - 4
Facilities Manager	<ul style="list-style-type: none">- Oversee the upkeep of social club, change rooms and facilities, delegating responsibilities where necessary- Ensure equipment, furniture and accessories are in appropriate condition, stored correctly and are available for use when required for game days, social functions and the like- Ensure sponsorship and other relevant signage is appropriately fixed	Committee	2 - 4 hrs per week	1

	<ul style="list-style-type: none"> - around ground and social club in liaison with Sponsorship Committee - Developing and maintaining cleaning rosters where necessary - Ensure Line Marking of the grounds is complete on a regular basis - Provide suggestions on capital improvements to the clubrooms and oversee the subsequent works 			
Maintenance and Cleaning	<ul style="list-style-type: none"> - Cleaning of the social and change rooms on a roster basis - Maintenance and cleaning of storage areas - Handyman work around the rooms including servicing of equipment where required 	Facilities Manager	1 - 2 hrs per week	2 - 4

Area:

General and Other Help

Role	General Responsibilities	Coordinated by	Time expected	No. Required
Merchandise Manager	<ul style="list-style-type: none"> - Organise and control merchandise through team managers. - Be the focal point for members wanting to purchase merchandise - Collect merchandise funds from members and provide details to Treasurer - Complete a merchandise stock take at start & end of each season - Recommend to Committee merchandise what is required to be purchased (item, sizes, numbers, cost) - Maintain the price list of merchandise - Ensure merchandise is locked away throughout season 	Committee	2 hrs per week	1 - 2
Policy and Development	<ul style="list-style-type: none"> - Coordinate with the Committee and other stakeholders for the development of specific operation policies for the Club - Strategic Development and Business Planning 	Committee	1 - 2 hrs per week	1
Past Players / Life Members Coordinator	<ul style="list-style-type: none"> - Develop and oversee and past players association, organising events and sending correspondence to the group - Maintain communication with Life Members and coordinate events with the Social Secretary 	Secretary	1 hr per week	1
League Delegate	<ul style="list-style-type: none"> - Attend EDFL meetings where required and report back to Committee 	Committee	2 hrs per	1

			month	
Council Delegate	<ul style="list-style-type: none"> - Maintain communication with council and attend meetings where necessary 	Committee	2 hrs per month	1
Volunteer Coordinator	<ul style="list-style-type: none"> - Oversee the recruitment of volunteers to the club, promoting involvement and constant communication - Development of rosters where necessary - Development of Volunteer Programs and recognition awards 	Committee	2 - 4 hrs per week	1 - 2
Legal and Risk Management	<ul style="list-style-type: none"> - Development of proactive risk management programs and policies - Review facilities and activities to ensure items conform to policies - Provide specific advice on improvements to mitigate the chance of health and safety issues - Review and manage insurance and public liability procedures 	Committee	2 hrs per month	1
Sustainability	<ul style="list-style-type: none"> - Development of sustainability policies and programs for the Club - Oversee the Junior Green Eagles team if implementing - Suggestions to improve the Club's environmental footprint and overseeing solutions 	Committee	1 hr per week	1