




Volunteer Role Descriptions

At [Click or tap here to enter club name](#) we have a wide range of volunteer roles available and we aim to find the right match between the volunteering role that we need to fill, and the skills and interests of our volunteers.




Communications Coordinator

Support to the Club by making updates to the website, writing items for our newsletter, developing social media content on club activities and upcoming events, and sharing football related news.

	Skills and training required	<input type="checkbox"/> Experience with social media platforms, digital communications background, good communication skills.
	Time commitment	<input type="checkbox"/> Approximately 2 hours per week through the playing season.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Volunteer Coordinator

The Volunteer Coordinator plays a vital role in supporting the many volunteers that contribute their time, skills, and passion to [Click or tap here to enter club name](#). They are responsible for the human resource planning, recruiting, selection, training, and recognition of [Click or tap here to enter club name](#) volunteers. The Volunteer Coordinator liaises regularly with all volunteers and the club committee.

	Skills and training required	<input type="checkbox"/> Good interpersonal skills, good communication skills and good organisational skills. You will be coached by Volunteering Tasmania to develop your volunteer management skills.
	Time commitment	<input type="checkbox"/> Approximately 2 hours per week through the playing season.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Social Distancing and Hygiene Officer

Due to the COVID-19 health & safety measures that are in place while the football season has slowly started again, we are looking for a volunteer who can assist the Club in ensuring social distancing measures and relevant hygiene procedures are in place at all times during training.

	Skills and training required	<input type="checkbox"/> Good organisational and interpersonal skills. Not afraid to pick up a mop and clean the public toilets. COVID-19 social distancing and hygiene training will be provided.
	Time commitment	<input type="checkbox"/> Approximately 3 hours per week through the playing season.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Safety Officer – Juniors Drop-off and Pick-up

Due to the COVID-19 safety measure, a maximum of ten players can now gather for a football training session, and parents and caregivers cannot join training sessions as spectators. While juniors are being dropped off and picked up from the gate to the football grounds, we are looking for a Safety Officer to oversee this in the busy car park, to keep the kids safe.

	Skills and training required	<input type="checkbox"/> Good interpersonal and observational skills. <input type="checkbox"/> Working with Vulnerable People Check is required.
	Time commitment	<input type="checkbox"/> Approximately half an hour at the start and half an hour at the end of each training session.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Team Manager

The team manager is usually a parent of one of the players in the team. They are responsible for directing the activities of the players and the team. They also provide support to the coach and other volunteers. They ensure the playing kit is washed by members of the team. They act as the primary point of contact for the parents of the team and maybe asked to support the parents getting to know one another.

	Skills and training required	<input type="checkbox"/> Good organisational and communication skills. <input type="checkbox"/> A Working with Vulnerable People Check is required.
	Time commitment	<input type="checkbox"/> Match day every week for the season, plus a small amount of time between matches. Approximately 3 hours per week.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Junior Coaches

These are usually players from the youth teams (over 13 years old) that coach a junior team. The junior coach works with the team on match day to direct play and organise positions. Their role is to encourage and guide the players in their skill acquisition and in being a good sportsperson.

	Skills and training required	<input type="checkbox"/> Must complete a Junior Coaching certificate through Football Tasmania. <input type="checkbox"/> A Working with Vulnerable People Check is required if you are over 16 years of age.
	Time commitment	<input type="checkbox"/> Match day every week for the season, plus a small amount of time between matches and at training. Approximately 3 hours per week.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Ticket Sales Support

Admission is charged for each NPL home game. There is usually a minimum of two people required in this role. This role involves handling money (cash and EFTPOS) from supporters and counting number of entries.

	Skills and training required	<input type="checkbox"/> Comfortable in handling cash. <input type="checkbox"/> A Police Check is required.
	Time commitment	<input type="checkbox"/> Home game Match day (approximately 10 per season). From about 1 hour prior to kick-off through to half-time. Approximately 2 hours per match.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Canteen Coordinator

This role involves managing all aspects of running the canteen, including rostering and supervising of canteen support volunteers, training others in duties associated with running the canteen, ordering supplies, overseeing food safety and hygiene and responsibility for the handling of cash.

	Skills and training required	<input type="checkbox"/> Calm demeanour required in busy periods, comfortable in handling cash, experience with domestic food preparation is useful. Experience leading a small team is desirable. <input type="checkbox"/> Food Safety Training is mandatory and can be arranged through the club.
	Time commitment	<input type="checkbox"/> The estimated time commitment required as the Canteen Coordinator of Click or tap here to enter club name is Click or tap here to enter approximate hours hours per week.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Canteen and Barbeque Support

This role involves supporting the preparation of food in the canteen and serving food and drinks. This includes working with deep fryers, toasting machines, BBQ grills and a coffee machine. It requires safe food handling, and cash handling.

	Skills and training required	<ul style="list-style-type: none"><input type="checkbox"/> Calm demeanour required in busy periods, comfortable in handling cash, experience with domestic food preparation is useful. If you have any barista experience it will be put to good use. On the job training is available.<input type="checkbox"/> Food Safety Training is desirable and can be arranged through the club.
	Time commitment	<ul style="list-style-type: none"><input type="checkbox"/> Home game match day (approximately 10 per season). From about 1 hour prior to kick-off through to full-time. Approximately 2-4 hours per match in shifts.
	Position description	<ul style="list-style-type: none"><input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Ground Set-up Support

Provision of support to the Grounds Manager in the set-up of [Click or tap here to enter text.](#) as required.

	Skills and training required	<ul style="list-style-type: none"><input type="checkbox"/> Good organisational skills, some physical strength required.<input type="checkbox"/> Knowledge of Work Health and Safety Obligations is desirable but is available through on-job training and through the club.
	Time commitment	<ul style="list-style-type: none"><input type="checkbox"/> Weekly throughout the season. From about 1 hour prior to the first match to full-time of the last match.
	Position description	<ul style="list-style-type: none"><input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Scoreboard Officer

Keeping the manual Score board at [Click or tap here to enter text](#) up to date through the match.

	Skills and training required	<input type="checkbox"/> Good observational skills.
	Time commitment	<input type="checkbox"/> On home game day from beginning of first match to full-time on last match.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.




Live Match Updates

Providing commentary/score updates for the crowd over a loudspeaker at home games.

	Skills and training required	<input type="checkbox"/> Confidence in speaking to a crowd, good communication skills.
	Time commitment	<input type="checkbox"/> On home game day from beginning of first match to full-time on last match.
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.

Event Volunteers

A range of activities are required during events from concierge, to ticket sales, hosting the visiting team on game day, raffles, programs, etc. Do you have a passion for organising events? We would love someone to support the Club with organising club activities and events.

	Skills and training required	<input type="checkbox"/> Experience organising events or assisting at events would be highly regarded. Training and other skills will be dependent on the specific event volunteer roles that come up.
	Time commitment	<input type="checkbox"/> Approximately 2-4 hours per season
	Position description	<input type="checkbox"/> Download the Position Description here Click or tap here to enter text.

Specialised Volunteers

We are always looking for skilled volunteers to support the club. Whether that is providing seminars for our players or some training and support for our volunteers and committee members. We are looking for skills in [Click or tap here to enter text](#); e.g. nutrition, exercise, time management, study skills, psychological health, strategy, finances, planning, etc..