



Job title: Minirooms Volunteer Spreadsheet Developer

Hours: 5-10 hours at beginning of season

Location: Home

Works closely with: Minirooms Game Day Coordinator,
Minirooms Game Leader Coordinator

Purpose of the position: Develop spreadsheet that can be used for programming of volunteers. The spreadsheet is also used for publishing the game day report which is put out on display each Saturday.

Key responsibilities & duties

| Duties of the role | Time spent | Competencies sought | Must have or optional (can be trained) |
|--|------------|--|--|
| When Newcastle Football put out the draw develop up a spreadsheet that can be used to roster on volunteers from each team for set up, duty officers etc The spreadsheet is also used to publish the game day sheets which show what games are on and where they are playing | 100% | Superior spreadsheet skills with good knowledge of how to set up pivot tables. | |