



**Job title:** Grading Assistant

**Hours:** 2 hours p/week for 1 month + 10 hours grading

**Location:** From home / designated grading days at Nesbitt

**Works closely with:** Grading Manager

### **Purpose of the position**

The Grading Assistant provides administrative support and technical advice to the Grading Manager for players to be positioned into teams in accordance with the Club's Grading Policy.

### **Key responsibilities & duties**

- Provide administrative support to the Grading Manager with compiling player lists for age groups that are being graded.
- Provide administrative support to the Grading Manager to ensure communications are issued about player attendance at grading days
- Liaise with the Gear Steward to obtain equipment required for grading (soccer balls, marker cones, goals, vests, marquee, tables, chairs)
- Liaise with the Grading Manager and Grader volunteers to devise appropriate skill based drills and activities that facilitate assessment of player ability for team grading
- Set up and pack up of equipment on grading days

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Admin support	10%	<p>Word or Excel capability to compile lists and typing skills</p> <p>Organisational skills and good phone manner</p>	<p>Optional</p> <p>Must have</p>
Organisation and assessment of player grading sessions	80%	<p>Technical football knowledge to identify activities and assess player performance</p> <p>Good organisational skills</p> <p>Good inter-personal communication skills</p> <p>Team orientated approach</p>	Must have
Physical lifting and exercise	5%	Goal and marquee construction	Optional