



Job title: Minirooms Game Day Coordinator

Hours: 2-3 per week (including time at Nesbitt Park on game days for some of each Saturday morning)

Location: Some from home
Saturday mornings at Nesbitt

Works closely with: Minirooms Coordinator; Set Up Coordinator
Minirooms Game Leader Coordinator

Purpose of the position

Ensure the smooth running of Minirooms home games at Nesbitt Park, arranging and communicating with volunteer teams and ensuring all is in order at the ground each Saturday. Suitable for two people to share the role, to share game day duties.

Key responsibilities & duties

- Work with the Minirooms Coordinator as a support person for game day related tasks.
- Ensures the volunteer roster is ready, correct for each week, and communicated to all teams. Send out reminders to teams. (Note that there is currently a volunteer who builds the roster at the start of each season).
- Manage the required game day equipment and information resources – update the game day folder information, check that all resources are present each week
- Help Duty Officer volunteers to become familiar with the role requirements at the ground, particularly important for new volunteers and early in the season
- Assist the Minirooms Game Leader Coordinator in managing any issues that arise on game day
- Promote the quality of KSFCs Minirooms and parent's experience at Nesbitt Park. Identify and implement improvements that can be made.

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
<p>Roster management including communication, reminders etc.</p> <p>Manage and develop resources</p>	20%	<p>Basic spreadsheet skills.</p> <p>Use of email and TeamApp communication tools</p> <p>Organisational skills</p>	<p>Must have</p> <p>Optional (can be trained)</p> <p>Must have</p>
<p>Communication including supporting volunteers and the public at Nesbitt Park</p>	70%	<p>Well organised and willing to be a teacher/guide to new volunteers</p> <p>Friendly manner and communication skills</p> <p>Team orientated approach</p>	<p>Must have</p> <p>Must have</p> <p>Must have</p>
<p>Quality improvements</p>	10%	<p>Passion for optimising the experience of Minirooms and their parents</p> <p>Knowledge of Minirooms guidelines, policies</p>	<p>Must have</p> <p>Optional (can be trained)</p>