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EXECUTIVE COMMITTEE

POSITION DESCRIPTION

Position Title

Resources

About AWFA

The Albury-Wodonga Football Association Inc. (AWFA) is an affiliate of Football New South Wales (FNSW) and is also subject to the authority of Football Australia. AWFA is responsible for the management and development of football throughout the Murray region. AWFA has over 2500 participants from our 12 member clubs.

AWFA is responsible for providing an environment that encourages, develops and promotes participation in Football within our community. AWFA promote, recognise and provide a safe and inclusive culture across our member clubs. AWFA provides, for amateur players, a competition run for participants without limitation as to age, race, religion or location throughout Albury, Wodonga, North-East Victoria and the Murray region.

Purpose of the Role

The role of Resources is to ensure the effective functioning of MiniRoos throughout the region. In collaboration with member clubs MiniRoos Coordinators, Resources will plan and operate MiniRoos activities, as well as promotional material for association programs. Resources is also responsible for the coordination of Senior Presentation Nights and awards throughout the year.

Working Relationships

- Executive Committee
- Member Clubs
- MiniRoos Coordinators
- Football NSW and Football Victoria
- Local businesses i.e. Commercial Club, BJ Burton Trophies

Responsibilities

- Work in collaboration with member club MiniRoos Coordinators and Development Officer to organise and operate the MiniRoos program throughout the season
- Work with the Association Administrator to create promotional material for programs i.e. MiniRoos, Women's Football
- Coordinate Senior Presentation Night, including but not limited to trophies, medals, and presentation material
- Provide material for the website and social media pages in cooperation with the Association Administrator
- Organise association awards with suppliers, as well as Junior trophies and pennants for league champions

- Communicate with FNSW and FV regarding Female Football and All Abilities Football
- Help promote and coordinate with any regional visits by state governing bodies
- Work in partnership with the Development Officer (when position is filled) to facilitate programs
- Communicate with broadcasting partner (All In Sports) to coordinate livestreaming
- Organise and coordinate MiniRoos Certificate prior to the beginning of the season
- Cooperate and help fellow Executive Committee members with their roles and responsibilities

Helpful Experience

- Experienced with MiniRoos
- Experience creating promotional material
- Experience with event management

Helpful Knowledge and Skills

- Attention to detail
- Ability to work individually and as a team
- Strong interpersonal and communication skills
- Organisational skills

Working Hours

Working hours can be unsocial and may regularly require weekend and evening work. This work peaks during winter season and leading up to the season, however stays constant throughout the year.

For further information about this role, please contact admin@awfa.asn.au with any queries you may have.