



## GROUND MANAGER

Reports to: Volunteer Coordinator and Club Committee

### Purpose of the role

To ensure all home match day operations are conducted smoothly throughout the season.

### Qualifications & Desirable Characteristics

- Ability to work autonomously and to a schedule
- Good communication skills
- Strong time management, organisational and decision-making abilities
- Honesty, reliability, commitment and good work ethic
- Strong conflict resolution ability
- Have a sound understanding of the competition By-laws and Regulations

### Duties & Responsibilities

Prior, during and post season duties for the Canteen Coordinator include but are not limited to:

- Set up and pack down all equipment and fields for the day
- To ensure the ground and surrounding areas are safe for the day's activities and all match-day insurance checklists are completed
- To ensure the Team Managers, Umpires, Canteen volunteers, Timekeepers and Gate Keepers are organised and well equipped for the day
- Collect all relevant match day paperwork at the start and end of games
- Be the first point of contact for matchday issues
- Be clearly identifiable at all times during the day (wear clearly identifiable bib or shirt)

Time Commitment: 4- 8 hours per week or as requested.