



Jandakot Jets Senior Football Club  
PO Box 3746  
Success WA 6964  
**ABN 94 732 541 861**  
Email: [contact@jandakotfc.com](mailto:contact@jandakotfc.com)  
Web: [www.jandakotfc.com](http://www.jandakotfc.com)

## Position Description – Operations Manager

**Position Title:** Operations Manager

**Responsible To:** Members of Jandakot Jets Football Club

**Purpose:** Responsible for Registration of Players, Social, Sponsorship and Presentation of Formal Publications & Statistics.

### **Responsibilities & Duties:**

- Work with coaches to ensure that all players are registered.
- Work with the Football Manager to ensure the match day requirements of the Association are met.
- Work with the Sponsorship Coordinator to create sponsorship packages in-line with Committee expectations.
- Work with Social Coordinator to create a social calendar in-line with Committee expectations.
- Work with Team Managers to ensure that game & goal statistics are added to the club's official records.
- Maintain the Club's Website with the assistance of a website coordinator.
- Work with the Secretary to organise volunteer rosters and maintaining records.
- Identify and organise the training and development opportunities for volunteers.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the Committee.
- Keep up to date with the latest information and research regarding involving and managing volunteers.

### **Knowledge/Skills:**

Essential

- Excellent Communication Skills
  - Positive & Enthusiastic
  - Organisation & Time Management Skills
- Desirable
- Experience in Web Marketing & Publishing

Estimate Time Commitment Required

**Start Date:** AGM after nomination and appointment.

**End Date:** AGM when positions are spilled.

**Hours Per Week:** 7.5 Hours