

AGE GRADE Team Allocator JOB DESCRIPTION

Responsible To

The Age Grade Team Allocator works with club staff and an assigned board member of the Management Committee.

Skills

Ideally, the Age Allocator is someone who:

- Can communicate effectively and has good people skills.
- Is well organised.
- Can build relationships easily.
- Has good time management skills.
- Knowledgeable in the use of email
- Has some IT Skills
- Prompt communicator

Main Duties & Responsibilities

- Finding coaches and / or managers to assist the teams within their assigned grade or grades.
- Assigning players to teams within Friendly Manager and associated systems including google drive.
- Answering any queries within the age grade that may arise, within of receipt of email or other communication
- Working within club policy

The estimated time commitment required as an Age Grade Team Allocator of Papamoa Football Club is around 2 hours per week from the time registrations begin until season starts. No requirement of hours after this period.

Last updated January 2024.

