



Omokoroa Football Club – Junior Team Manager Role Description (Grade 8 – 12)

This volunteer position will require:

- 30 minutes during a week
- 90 minutes on Saturday's for games days
- Potentially a full Saturday at some point during the season if Tournaments are entered

Main Purpose:

The Junior Team Manager is responsible for assisting the Coach in all forms of communication relating to the team.

Responsibilities:

- Communicating with parents via Omokoroa Football recommended channels such as Friendly Manager (email platform) or Heja (mobile app). Ensuring parents/ players are aware of games times and locations.
- Keeping track of scores, assisting with substitutions
- Arranging the team photos when required
- Sharing scores with Omokoroa Football Club after the games. Taking photos of team playing etc.
- Assisting the Coach and Co-Coach (Referee) with any other matters that may arise.
- Promote and uphold the Omokoroa FC Club values

Skills:

- Effective communication and interpersonal skills.
- Is organised, positive and enthusiastic.

Accountability:

Working with the Coach and Co-Coach (Referee) to ensure the season runs smoothly.