



## Duties of Employee

### Eastern Football League (Netball)

#### Position Description

<b>Job Title</b>	Venue Manager
<b>Revision Date</b>	January 2018
<b>Overview of Role</b>	<p>The EFL has developed a position of considerable strength and standing in the delivery of community sport.</p> <p>Each season the league conducts in excess of 3000 football matches involving 460 teams and over 12500 registered players</p> <p>In 2014 the league launched a Netball competition in response to demand from clubs. Since conception the league has grown from 12 teams in year one to an expected 80+ teams in 2018.</p> <p>Netball EFL is played on a Friday night at various indoor stadium venues across the Eastern Region.</p> <p>Venue Manager's play an integral role in ensuring the competition is run smoothly and efficiently as well as providing a friendly and informative point of contact from the league to all players, officials and umpires.</p>
<b>Key Relationships</b>	<p><b>Reports to:</b></p> <ul style="list-style-type: none"><li>• Netball Manager</li></ul> <p><b>Key Relationships:</b></p> <ul style="list-style-type: none"><li>• Netball EFL Umpire Coordinator</li><li>• Netball EFL Club Officials</li><li>• Netball EFL Players/Participants</li><li>• Netball EFL Coaches and Umpires</li><li>• Venue Staff (Duty Officers)</li></ul>
<b>Location</b>	<p>Netball EFL venues are in the following locations:</p> <ul style="list-style-type: none"><li>• Ferntree Gully</li><li>• Boronia</li><li>• Chirnside Park</li><li>• Dandenong</li></ul> <p>Venue Managers may prefer to work at one location however may be required to work at different venues throughout the season.</p>

<b>Major Responsibilities</b>	<ul style="list-style-type: none"> <li>• Set up the venue ready for competition</li> <li>• Oversee timing and conduct of all matches throughout the night</li> <li>• Monitor scoring and scoresheets for each game</li> <li>• Enter scores online in SportsTG (Fox Sports Pulse)</li> <li>• Enter match results into online database SportsTG (Fox Sports Pulse)</li> <li>• Provide excellent customer service to all players and club officials</li> <li>• Provide first aid assistance where necessary</li> <li>• Ensure all games are run within the rules and regulations of Netball EFL</li> <li>• Manage and resolve conflict and disputes</li> <li>• Ensure all games are played within the Netball EFL rules and regulations</li> <li>• Provide feedback to the Netball Manager and Umpire Coordinator</li> </ul>
<b>Key Selection Criteria</b>	<p><b>Mandatory</b></p> <ul style="list-style-type: none"> <li>• Ability to provide excellent customer service and represent Netball EFL to the highest standard</li> <li>• High level communication and problem solving skills</li> <li>• Ability to resolve and manage conflict</li> <li>• Ability to work independently without direct supervision</li> <li>• Preparedness to work Friday nights (6:30pm – 11pm) from April to August</li> <li>• Level 2 First Aid and CPR</li> <li>• Current Driver's License</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Interest in and knowledge of Netball and its rules</li> <li>• Understanding of the Eastern Football League and the Netball competition</li> <li>• Experience using SportsTG Database</li> </ul>
<b>Contact Details</b>	<p>Applications Close 2 March 2018</p> <p>Please address applications to the Netball Manager and send to <a href="mailto:enquiries@efl.org.au">enquiries@efl.org.au</a></p> <p>Enquiries can be sent to <a href="mailto:enquiries@efl.org.au">enquiries@efl.org.au</a> or 9762 5766</p>

**NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.