



Duties of Employee:

Eastern Football Netball League (Netball)

Position Description

Job Title	Venue Manager
Revision Date	February 2022
Overview of Role	<p>This position is a part time role, working on Friday night's only from April – end of August at various indoor stadium venues across the Eastern Region.</p> <p>The EFNL 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 2022.</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>
Key Relationships	<p>Reports to:</p> <ul style="list-style-type: none">• Netball Coordinator <p>Key Relationships:</p> <ul style="list-style-type: none">• Netball EFNL Umpire Coordinator• Netball EFNL Club Officials• Netball EFNL Players/Participants• Netball EFNL Coaches and Umpires• Venue Staff (Duty Officers)

<p style="text-align: center;">Location</p>	<p>Netball EFNL venues are in the following locations:</p> <ul style="list-style-type: none"> • Boronia • Wantirna South • Heathmont • Chirnside Park • Waverley <p>Venue Managers may prefer to work at one location however may be required to work at different venues throughout the season</p>
<p style="text-align: center;">Major Responsibilities</p>	<ul style="list-style-type: none"> • Set up the venue ready for competition • Oversee timing and conduct of all matches throughout the night • Monitor scoring and scoresheets for each game • Enter scores online in 'Game Day' • Enter match results into online database 'Game Day' • Provide excellent customer service to all players and club officials • Provide first aid assistance where necessary • Ensure all games are run within the rules and regulations of Netball EFNL • Manage and resolve conflict and disputes • Ensure all games are played within the Netball EFNL rules and regulations • Provide feedback to the Netball Coordinator and Umpire Coordinator

<p style="text-align: center;">Key Selection Criteria</p>	<p>Mandatory</p> <ul style="list-style-type: none"> • Ability to provide excellent customer service and represent Netball EFNL to the highest standard • High level communication and problem solving skills • Ability to resolve and manage conflict • Ability to work independently without direct supervision • Preparedness to work Friday nights (6:30pm – 11pm) from April to August • Level 2 First Aid and CPR • Current Driver’s License • Up to date Covid-19 vaccination status <p>Desirable</p> <ul style="list-style-type: none"> • Interest in and knowledge of Netball and its rules • Understanding of the Eastern Football League and the Netball competition
<p style="text-align: center;">Contact Details</p>	<p>Applications Close 4 March 2022</p> <p>Please address applications to Alice Cook, Netball Coordinator and send to acook@efnl.org.au</p> <p>Enquiries can be sent to acook@efnl.org.au 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.