NAB AFL AUSKICK AND NAB AFL SUPERKICK COMMUNITY COORDINATOR POSITION DESCRIPTION

Purpose of the role:

The NAB AFL Auskick and NAB AFL Superkick Coordinator is responsible for program planning, operational set up, and managing the local programs in collaboration with the AFL/SANFL/WA Football Participation Coordinator. This role ensures each program is delivered effectively each week.

A key responsibility is to uphold the values of the programs and ultimately ensure positive and enriching experiences for participants and their families.

Qualifications & Desirable skills:

» Hold or willing to apply for Volunteer Working With Children Check within your state or territory
» Effective communication and organisation skills
» Positive & enthusiastic
» Ability to unite and involve others

Duties & Responsibilities:

- Set up and management of on the AFL's database system: Play HQ for your centre/s
- Promote programs within the community, including via social media
- Acquire Facilitators and Parent Helpers to run the program
- Send Weekly Communication to Participants and Support Crew/Parent Helpers
- Centre equipment management
- Regular communication with local AFL/SANFL/WA Football staff members
- Collaborate with the local AFL/SANFL/WA Football staff members to implement initiatives to recruit and retain participants
- Assist with transitioning participants from the program to the next step in the Junior Pathway (ie. Junior Football or Community intro programs)
- Set up Auskick Transition Program with the assistance of the local Participation Coordinator
- Facilitate the Government Voucher Redemption Process

- Responsible financial management according to the Auskick and Superkick Coordinator Terms and Conditions. You may be required by the AFL to provide an audit on your centre's financial records
- Compliance with the AFL's safeguarding, privacy and risk management policies which can be found at https://play.afl/

The commitment:

- Register in PlayHQ and agree to the Coordinator Terms and Conditions
- Complete AFL Learning Management System (LMS) Training Modules
- Attend a face-to-face upskilling session
- Attend and promote to other volunteers/support crew any online education sessions
- Up to 5 hours per week
- Includes – Minimum 1 hour field session per week