

### Position Description Template

Use the suggested headings below as a guide for writing a Position Description. Where possible for clarity and simplicity, write the detail as 'dot points'.

Add more headings if you have additional information that you think could be of value to the person filling the position.

<b>Name of Position</b>	Under 11 Team Manager
<b>Description of Position</b>	<p>Describe position in one short paragraph e.g.</p> <p>The U11 Team Manager works closely with the team coach and assists by organising the kids on match days to ensure things run smoothly</p>
<b>Important duties</b>	<p>List all key task and responsibilities</p> <ul style="list-style-type: none"> <li>• Arrive at 8.15am, 30 minutes before play is due and check that all players are present and organised ready to start on time</li> <li>• Assist the coach with putting in the stumps, placing the boundary markers in position, etc</li> <li>• Be the 'keeper' of the scorebook, first aid kit, sunscreen and the equipment bag</li> <li>• Organise an adult to score each Saturday morning</li> <li>• Organise drinks for the players throughout the morning</li> <li>• Be available to assist the kids if necessary e.g. putting on sunscreen or helping with their pads</li> <li>• Help the coach pack up at the end of the morning's play</li> <li>• Phone the scores through to the association junior secretary by 8.00pm Saturday night</li> </ul>
<b>Time Commitment</b>	<p>Provide a detailed and accurate estimate of the time the position requires</p> <ul style="list-style-type: none"> <li>• Approx 4 hours each Saturday morning from 8.15am to 12.15pm</li> <li>• An additional 1/2 hour per week to organise equipment, phone scores through, etc</li> <li>• Attendance at mid-week training one night a week is optional (approx 4.30pm - 6.00pm on a Wed)</li> <li>• The season runs for 18 weeks prior with a 5 week break over Xmas</li> </ul>