

EMTCC Volunteer Job Descriptions 2018/ 19 Season

Note : All positions can be shared.

You may wish to volunteer for a role we haven't listed. Talk to us.

ROLE	Description
Committee :	
President	Chair of Committee Overview of all club operations Club liaison with other community stakeholders (incl. sponsors) Represent club to broader community
Secretary	As secretary of Committee take overview responsibility for registrations, association affiliations, Liaison with Council, Tribunal deliberations.
Treasurer	As team leader Finance take responsibility for effective club financial management
Junior Coordinator	As team leader of the Junior Team, overview management of all Junior operations for effectiveness. Represent junior section within club & to SDCCL as required
Senior Coordinator	As team leader of the Senior Team, overview management all senior operations for effectiveness. Represent senior section within club & to MCA / ECA as required.
Communications Coordinator	As team leader of the Communications team ensure effective communications with all members of EMTCC community, and more broadly via web and social media.
Social, Events, Grants & Fundraising Coordinator	As team leader Fundraising, overview management of all social and fundraising activities including Sponsorships, Grants, Events and Fundraising initiatives. Convene Social/Events committee
Operations Coordinator	As team leader Operations, overview management of physical resources and facilities activities
Junior Senior Liaison	Coordinate transition of junior players to senior teams, incl. working with coach re club development squad. Assist senior selectors in respect of consideration of juniors for selection. With junior Coord provide recos for rep. squads as required. Promote junior/senior section interaction – events etc.
General Committee	Nominations also welcome for General Committee position – Share one of the key committee roles or let us know what you'd like to work on for the club.
Junior :	
Junior Coordinator	Member EMTCC c'ee / See above
U11 Coordinator]] - Age level coordinators – responsible for supporting managers to get teams up and onfield / training management through season.]]]]]
U13 Coordinator	
U15 Coordinator	
Girls Coordinator	
U17 Coordinator	
Milo/T20B Coordinators	With parent and senior player support, run Milo Or T20 Blast onfield program (10 week program)
Milo/T20 Support	Oversee Registration, Apparel, Liaison with CricketVic, and set up rosters for parent and player assistance - Milo/T20B.
Junior Social / Events Coordinator	As a team leader and part of the Junior Team, manage junior social functions : Volunteers roster, catering, bookings, etc - Ongoing Friday nights Milo/T20 - Specific Events eg Xmas Party, Pres Night Liaise with Events Coordinator
Communications Coordinator (Junior)	Work with key coordinators and Communications Team to ensure effective communication with all members of EMTCC junior community re rego, apparel, teams, matches, events, etc.
Junior Recruitment & Retention	As part of the junior team, take responsibility for action re recruitment strategies for junior players and a focus on strategies for retention of players into seniors.
SDCCL Delegate(s)	Attend Association mtgs. as required (normally 3 – 4 times per year). Report back to committee and Junior sub committee (by email OK).
Senior :	
Senior Coordinator	Member EMTCC committee / See Above

Chair of Selectors	As part of the Senior Team, overview selection of senior sides for each round of competition as chair of the senior selection Committee (senior team captains). Ensure teams are posted online asap following selection.
Senior Captains x 7	Expressions of Interest sought – look for email early August - will be determined by c'ee appointed panel if more than one applicant Senior captains will manage their side and generally provide assistance with senior management as part of the Senior Team
Club Coaching Panel	Working with the senior coach, join a panel to plan and deliver coaching / drills, etc at training sessions (a number of volunteers are sought)
Club Coach	Work with coach Panel & Ass Coach to develop Player Dev. Plan for pre and in season. Implement. Be available for senior selection. Support junior & womens' program as required,
Club Assistant Coach	Work with coach Panel & Coach to develop Player Dev. Plan for pre and in season. Implement. Be available for senior selection. Support junior & womens' program as required,
Senior Recruitment & Retention	As part of the senior team, take responsibility for action re recruitment strategies for senior players and a focus on retention of players.
Association Delegate ECA, MCA, SDCCL	Take on responsibility for attending association mtgs. as required, representing club and reporting back to club/committee as required.
Communications Coordinator (Senior)	As part of the communications team, ork with key coordinators and Communications Team to ensure effective communication with all members of EMTCC senior community re rego, apparel, teams, matches, events, etc.
Other Key Positions:	
Events Coordinator	As part of the Fundraising Team, overview planning and management for all club events as per Event Planner already developed by committee Seek volunteers for specific events to spread the load Review and advise re plan for next season
Sponsorship Coordinator	As part of the Fundraising Team maintain and expand club sponsorship. Negotiate new and/or ongoing sponsorship \$\$\$'s (with the President) Establish effective ongoing communications with sponsors to maintain engagement with EMTCC. Ensure club commitments to sponsors are met.
Grants Coordinator	As part of the Fundraising Team, seek grant opportunities for the club and report to committee. Prepare applications as directed by committee. Secretary to support
Fundraising Coordinator	As part of the Fundraising Team develop and coordinate fundraising initiatives other than events, sponsorship and grants. eg Bunnings BBQs, Raffles, etc
Website Manager	As part of the Communications team, take responsibility for layout of a regular (fortnightly) newsletter,
Newsletter Manager	As part of the Communications team, take responsibility for management of the club website, ensuring up to date information and services.
Social Media Manager	As part of the Communications team, take responsibility for regular updated social media content re EMTCC
MCA / ISEC Delegates	Attend Association mtgs. as required (normally 3 – 4 times per year). Report back to committee (by email OK).
Equipment Officer Purchasing Officer	Take responsibility for maintenance and purchase/replacement of club equipment, including covers, practice gear, canteen equipment, etc. Liaise with treasurer, pavilion managers and council officers as required
Apparel & Merchandise	As part of the Operations team, maintain stock account and purchase as required apparel and other club merchandise. Manage sale of club apparel.
Facility Manager Lucas	Be responsible for management of day to day club activities at Lucas Take overview responsibility for bar and kitchen operations, and pavilion cleanliness. Seek volunteers for bar and kitchen tasks Liaise with MSRC and other tenants as required Liaise with property manager and council officers as required
Facility Manager Waverley/ Treyvaud	Be responsible for management of day to day club activities at Healy pavilion (Waverley) and Treyvaud. Take overview responsibility for bar and kitchen operations, and pavilion cleanliness,

	liaising with other summer and winter tenants as required. Seek volunteers for bar and kitchen tasks Liaise with Equipment manager and council officers as required
Supply Officer	Ensure that consumables supplies – cordial and toilet paper – are maintained in all club facilities. Involves regular monitoring and “run” around pavilions regularly to re-stock.
<u>Member Protection Officer</u>	<p>The Member Protection Officer (MPO) will :</p> <ol style="list-style-type: none"> 1. be familiar with : <ul style="list-style-type: none"> - EMTCC Member Protection Policy(MRP) including all protections and sanctions outlined - EMTCC Code of Conduct 2. Ensure that all members of the club are aware of the MRP 3. Be available to receive and act on any complaint related to provisions of the MRP as outlined in the policy <hr/> <p>Unless otherwise notified to the club membership the Club Secretary shall be the MPO</p>