



**Property Coordinator
Forrestfield Football Club**

Title	Property Coordinator
Division	General Committee
Reports To	Vice President
Salary Details	Nil - Volunteer Position within club

The Role

To manage the Forrestfield Football Club (FFC) physical facilities (buildings, grounds and ovals) to ensure a high standard of safety and presentation for matches and training. This includes ensuring clubrooms and John Reid Oval remain at the highest possible standard.

Responsibilities	<ol style="list-style-type: none"> 1. Ensure the following cleaning works are completed: <ol style="list-style-type: none"> a. Change rooms b. Oval rubbish & recycling collection c. Social room cleaning d. Line marking 2. Manage the maintenance of all facilities at club 3. Manage FFC equipment for both Juniors and Seniors inclusive of: <ol style="list-style-type: none"> a. Auskick Equipment b. Game Balls c. Playing Jumpers, training bibs and game day equipment for all year levels d. Strapping / ice packs / first aid equipment e. Scoreboard 4. Maintain stocktake of all FFC equipment pre and post season 5. Maintain register of equipment and use 6. Support coaches managers and teams with understanding game day set up inclusive of playing area. 7. Manage & support City of Kalamunda annual audits 8. Contribute and guide a positive behavioural culture within the FFC
Hours	<ol style="list-style-type: none"> 1. Approx 1-2 hours per week
Availability	<ol style="list-style-type: none"> 1. Attend monthly FFC Club General Meetings (Held second Tuesday of each month) 2. Attend FFC AGM 3. Attend junior games when required 4. Attend senior games when required
Desirable Skillsets / Qualifications	<ol style="list-style-type: none"> 1. Well-developed communication skills 2. Well-developed organisational skills