



Grounds and Fixtures Administrator Job Description

Overview:

The Grounds and Fixtures Administrator is the coordinating officer for all competition within the senior and junior sections of Christchurch United Football Club Inc.

The Grounds and Fixtures Administrator reports to the President of Christchurch United Football Club Inc.

Responsibilities and Duties:

- Liaise with Mainland Football regarding the availability of all Christchurch UFC grounds each week
- Work with Mainland Football to ensure both junior and senior teams have been entered into the correct division and if necessary, negotiate with all parties involved where changes are required
- Inform teams if they are scheduled to play at different grounds or against different opponents than communicated by Mainland Football in earlier match schedules
- Collect match sheets from coaches each week
- Load all match results into Fox Sports Pulse each week
- Ensure Grounds are in good condition. Change matches so grounds aren't over used.

Knowledge and Skills:

- Well organised
- Able to keep up-to-date with provided information
- Able to work in a logical orderly manner
- Able to communicate effectively
- Possess basic computer skills

Estimated Time Commitment:

The estimated time commitment required as the **Grounds & Fixtures Administrator** is 2 hours per week for the duration of the season. An additional 10 hours is required during the off season.