

## **JOB DESCRIPTION – YOUTH TEAM MANAGERS**

The Youth Team Managers have the responsibility of supporting Matamata Swifts AFC's Youth Team Coaches. The Youth Team Manager will have overall responsibility for the general management of their respective Matamata Swifts AFC's youth team – specifically under-19, under-17 and under-15. These are three different positions.

### *Responsible To*

A Youth Team Manager is appointed by the appropriate Youth Team Coach in association with the management committee of Matamata Swifts AFC and is responsible to their Youth Team Coach. In the absence of their Youth Team Coach, the Youth Team Manager will report to the management committee via the President.

### *Responsibilities and Duties*

The Youth Team Manager will be responsible for all of their youth team's travel arrangements, kit & equipment, administration, health & safety and financial requirements. This includes:

- Coordinating all travel and accommodation arrangements for players in consultation with the Youth Team Coach.
- Coordinating pre- and post-match travel arrangements.
- Communication with players regarding all other logistical issues as they arise.
- Acting as team liaison officer with opposition.
- Acting as team liaison with players' parents.
- Kit and equipment management including allocation and return, laundry, dressing room set up and maintenance.
- Submitting team sheets as per match protocols.
- Representing Matamata Swifts AFC at disciplinary hearings.
- Managing a situation which may necessitate a hospital visit, including the provision of medical support.
- Collecting club membership subscriptions from players.
- Reinforcing Matamata Swifts AFC's vision and values in their practice.

### *Knowledge and Skills Required*

The Youth Team Manager should have the following experience and qualifications:

- Proven management and organisational skills.
- Ability to effectively perform under pressure whilst maintaining composure.
- Honesty, integrity, adaptability and resilience.
- Basic budget and cash accounting skills.

- Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators. □
- “A” or “B” class driver’s licence □
- Preferably a current First Aid certificate.

In addition to the requisite skills in relation to team management, the Youth Team Manager will possess highly developed inter-personal and people skills, to ensure the establishment of successful partnerships with all relevant stakeholders, both within the sport and outside the sport. Specifically, the following skills are vitally important:

- Leadership – leading positively, by example.
- Communication – active, regular, effective communicator.
- Inter-personal relationships – working successfully with people.
- Management – effective skills.

At a personal level, the successful applicant will have demonstrated a strong awareness of best practice in coaching, and have shown personal motivation to achieve excellence in all areas, through drawing on the expertise of others and engaging in continual independent research and evaluation.

#### *Period of Appointment*

A Youth Team Manager will ideally be appointed for a three year period, which is reviewed annually. During this term the particular youth team they manage may be the same or a different age level, depending on personal circumstances. One person may hold more than one Youth Team Manager position. These positions are voluntary roles.