POSITION DESCRIPTION

Position: Region Coordinator **Department:** Gippsland All Stars **Status:** Voluntary/Honorarium	**Date:** December 2024 – July 2025 **Location/s:** Latrobe Valley

Package	• Honorarium - $1000 per annum • Gippsland League Season Pass
Conditions	Volunteers are engaged per the terms outlined in the coordinator agreement. The role requires weekend and evening work, aligned with the nature of the sports industry.
Gippsland All Stars	Now divided into four distinct regions: Eastern Gippsland, Latrobe Valley, Southern Gippsland, and Western Gippsland. Each year, participants compete in matches held from March to July, with every team playing each other once. The top two teams then progress to the grand final.
Key Relationships	**Reports to:** Operations Manager **Key Relationships:** • Reports to: Operations Manager • Key Relationships: Coaches, Players, Officials, Parents/Guardians, Program Stakeholders
Task Profile/Purpose	• Community Engagement: Build relationships to support the Gippsland All Stars program. • Event Organization: Coordinate regional tryouts, training, and other activities. • Stakeholder Communication: Act as the primary contact for players, parents, coaches, and community members. • Recruitment Support: Assist in identifying and recruiting coaches and team managers. • Matchday and Training Support: Provide logistical and operational support during events. • Player Selection: Oversee and support the player selection process. • Code of Conduct Compliance: Ensure adherence to the AFL Victoria code of conduct. • Apparel Distribution: Manage the distribution of team apparel. • Reporting: Provide regular updates on regional activities, challenges, and achievements. • PlayHQ Assistance: Help on Play HQ for team managers and coaches. • Additional Duties: Perform other tasks as needed.
Key Selection Criteria	**Mandatory** • Ability to work autonomously and to schedule. • Availability outside of working hours and occasional weeks • Strong people skills • Time management skills • Valid working with children's check **Desirable** • Sound knowledge of Australian Rules Football • Program management skill