



Position Title	Match Day Manager
Location	Various Venues + VAFA HQ
Reports to	Football Operations Coordinator
Key Relationships	<ul style="list-style-type: none">• VAFA Clubs• Venues• Umpires• Other Match Day Managers• Gate Attendants
Department	Football Operations Department
Classification	Casual
Date Prepared	May 2024

Vision Statement	<p>The Victorian Amateur Football Association’s vision is to grow all aspects of the VAFA to enable a competition that our community can continue to be passionate and proud of.</p>
Values	<p>Inclusive To have an environment that is safe, equitable and welcoming for all. We honour, respect and celebrate all differences visible and invisible.</p> <p>Respect To always show respect to every person that we interact with, and in turn, to earn the respect of others for all that we do.</p> <p>Integrity Govern the VAFA in accordance with member approved Rules and Regulations that progress and grow the VAFA while preserving its traditional elements.</p> <p>Community Represent, connect and support everyone within the VAFA community.</p>
Roles and Responsibilities	<p>During Game Days, Match Day Manager will be responsible for:</p> <ul style="list-style-type: none"> • Opening the venue and changerooms/facilities • Supervision of appointed Gate Attendants and Security Guards • Key point of contact for clubs, umpires and service providers • Troubleshooting any issues that arise on the day • Closing the venue and changerooms/facilities and ensuring the venue is left in a clean condition • Other department jobs as required – Signage, Rubbish Bins
Experience and Qualifications	<p>Required</p> <ul style="list-style-type: none"> • A preparedness to work on weekends in August and September • Ability to effectively prioritise tasks • Strong problem solving and conflict management skills • Strong stakeholder management skills and experience in working with volunteers • An understanding of the VAFA competition
Expressions of Interest	<p>Please email Mark Stevens (Football Operations Coordinator) – mark@vafa.com.au</p>