



AFL CAIRNS LTD – POSITION DESCRIPTION

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| <u>POSITION:</u> | Junior Development Officer (JDO) |
| <u>ORGANISATIONAL RELATIONSHIP:</u> | Reports to Development Manager |
| <u>EMPLOYMENT STATUS:</u> | Full-time |
| <u>HOURS OF DUTY:</u> | 38 hours per week – Monday to Friday Some out of hours work may be required. |
| <u>SALARY:</u> | \$38,000 + super + car + phone <i>This salary package aligns with AFL Queensland conditions.</i> |
| <u>WORK PLACE HEALTH & SAFETY RESPONSIBILITIES:</u> | The employee shall comply with the Workplace Health & Safety Act, Regulations, Codes of Practice and AFL Cairns Policies and Procedures and shall comply with instructions given by his or her Manager and/or Supervisor in respect of the Health and Safety of themselves and the Health and Safety of other persons. |
| <u>PRIMARY OBJECTIVES OF THE POSITION:</u> | <p>The primary objectives include:</p> <ul style="list-style-type: none">• Promote and develop AFL football to primary and secondary aged children in Cairns and surrounding district through clinics, carnivals and Auskick.• Oversee the conduct of AFL Cairns Junior competition days, including Wednesday nights, Friday night and Sunday's.• Assist AFL Cairns Junior Clubs coaches with training programs and developing players |
| <u>KEY DUTIES & RESPONBILITIES:</u> | <p>As an AFL Cairns JDO your duties and responsibilities include but are not limited to:</p> <ul style="list-style-type: none">• Conduct promotional clinics and talks to schools in Cairns and surrounding district• Conduct Auskick training and promotions• Run quality development squad programs for U12, U14, U16 & U18s• Monitor AFL Cairns Junior Club coaches and assist in coaching education courses• Run AFL Cairns Juniors U16 competition and U18 competition on rotation basis with other Junior Development Officers on Friday and Wednesday nights respectively. |

- Run AFL Cairns Juniors U8, U10, U12 and U14 competition on rotation basis with other Junior Development Officers on Sundays
- Attend AFL Cairns Juniors Club training when possible
- Run Superclinics during school holidays
- Umpire Primary school competition
- Coordinate Secondary school competition
- Run summer development programs
- Other duties as requested

SELECTION CRITERIA:

Essential

Qualifications:

- Current Drivers Licence
- Working with Children Suitability Card (Blue Card)

Knowledge, Skills & Expertise:

- Highly developed oral communication skills, particularly with relevance to meeting situations, including minute taking and on the telephone
- Ability to show initiative, work to deadlines and work unsupervised
- An understanding of Australian Rules football

Desirable

Knowledge, Skills & Expertise:

- Previous experience working with volunteers
- A sound understanding of school systems

PERFORMANCE INDICATORS:

Performance indicators include:

- Ability to increase participation in Auskick, Club football and school football
- Ability to be flexible, adaptable to change and work under pressure
- Ability to improve the quality and capability of players in the Development programs
- Ability to work as part of a team
- Ability to carry out duties as outlined above