

TITLE	COMPETITION AND EVENT ASSISTANT
JOB TYPE	CASUAL: 2-3 SHIFTS PER WEEK (NIGHTS/WEEKENDS)
PRIMARY LOCATION	CAMP HILL
WORK HOURS	AFTERNOONS/EVENINGS – IN SEASON ONLY MUST BE AVAILBLE FRIDAY NIGHT & SUNDAY AFTERNOON
REPORTS TO	GENERAL MANAGER



THE ROLE

The Brisbane Metropolitan Touch Association (BMTA) is the largest touch football affiliate in the country, with over 12,000 people playing each year at our home, Whites Hill Reserve in Camp Hill.

The Competition and Event Assistant is responsible for ensuring the smooth and professional delivery of BMTA competitions and events. While competitions are running, they are responsible for all aspects of competition delivery. At events & programs, they're responsible for providing support to the Programs and Events Coordinator to ensure smooth delivery of excellent participant experiences.

The Competition and Event Assistant will work regular evenings throughout the season (Friday Evening and Sunday Afternoon) and as required to assist with major events and programs.

DUTIES AND RESPONSIBILITIES - COMPETITIONS

Key aspects of the Competitions role (general responsibilities) will include:

- Prepare the venue and facilities for competition play.
- Prepare scorecards and team sheets ahead of play.
- Ensure all games commence on time and adhere to scheduled timings.
- Collect and enter scorecards and results into MySideline.
- Ensure compliance with BMTA Conditions of Entry and registration procedures.
- Respond to customer enquiries and liaise with other staff as required.
- Assist with first aid and coordinate emergency services when required.
- Ensure incident reports are obtained following any incidents and assist with complaint handling.
- Ensure the venue is locked, secure and left in an appropriate condition at the conclusion of the night.
- Assist with social media and other competition promotion.
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Additional aspects of the Competitions role (as required / occasional tasks) will include:

- Coordinate finals matches and presentations.
- Provide competition administration support as directed.
- Assist with livestreaming, sign-on processes and other competition-related activities.
- Undertake other duties as requested from time to time, including administrative and facility support.



DUTIES AND RESPONSIBILITIES - EVENTS

Key aspects of the Events role (general responsibilities) will include:

- Preparing facilities and event spaces for programs and events.
- Assisting with administrative tasks related to the coordination and delivery of programs and events.
- Responding to member and participant enquiries and supporting complaint resolution processes.
- Assisting with pack down and securing (lock-up) of facilities and event spaces.
- Supporting general event operations, including (but not limited to) uniform and merchandise sales and collection, food and beverage service, social media support and other event-related services.

Additional aspects of the Events role (as required / occasional tasks) will include:

- Assisting with social media content (stories and posts)
- Supporting basic food preparation
- Providing support to players and coaching staff during representative events, as required

ABOUT YOU

Skills & Experience

Administrative experience in community sport is beneficial

Knowledge of the sport of Touch Football is preferred

A high level of attention to detail

The ability to make quick, accurate decisions in line with the policies in place

The ability to speak clearly and confidently in public

Strong interpersonal and communication skills through a variety of methods including, phone, face-to-face and email

Proactive and able to pick things up on the run

General

This position will ordinarily work 2 afternoons/nights per week, **the applicant must be available Friday Nights and Sunday Afternoons for these regular shifts during the competition season.**

The position will also work irregularly on additional weekends or weekdays during major events or programs with shift timing and availability to confirmed in advance by both parties.

Appointment to this position is dependent upon holding or obtaining a satisfactory Working with Children (Blue Card) check.

Upon successful appointment to this position, you will be required to successfully complete First Aid and CPR certificates.