



**Mernda Junior Football Club**  
**Position Description – Jumper Manager**

**JOB TITLE:**

Jumper Manager

**OBJECTIVE:**

To care for and keep appropriately stocked: first aid kits, team manager bags and Jumper sets.

To provide support to the President, Secretary and other General Committee members to ensure the efficient operation of the club.

**RESPONSIBILITIES:**

- To assess first aid kits for requirements and expiry dates
- To hand out Team Manager Kits, Jumper sets and First Aid kits
- To be a point of contact for orders of replacement of broken, expired or used items from above mentioned kits.
- To communicate orders required to the Treasurer, Secretary and President.
- To lead the collection and assessment of kits and Jumper sets at the season end
- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or General Committee.
- Attend monthly club committee meetings.
- Participate in discussion and decision making of the committee.
- Game day volunteers

**RELATIONSHIPS:**

- Reports to the President and General Committee.
- Liaises with various external stakeholders depending on club portfolio.



**ACCOUNTABILITY:**

- General Committee members are accountable to the President and General Committee.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.

**ESSENTIAL SKILLS:**

- Dedicated club person
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Organizational skills

The estimated time commitment is required, as a Jumper Manager is up to 1 hour per week.