



JG Craig Manager

Position Description

Overview

The JG Craig Manager is primarily responsible for the general organisation of the side during the carnival.

Core Responsibilities

- Liaise with parents of players to perform the duties required to run the team.
- Organise afternoon tea by collective or roster.
- Organise a scorer by volunteer or roster.
- Ensure players are aware of competition fixture.
- Ensure scores are recorded on match day.
- Ensure match scores are entered in MyCricket.
- Ensure a first aid kit is available on match days.
- Ensure ground risk assessment is carried out before each day's play.

Additional Responsibilities

- Assist JG Craig Coach with other administrative tasks.

Knowledge and Skills Required

- Knowledge of rules pertaining to conduct of JG Craig carnival.
- Knowledge of MyCricket score entry.

Personal Qualities

- Ability to delegate tasks and engage parents of players.

Qualifications

- Required - Working With Children Check.
- Preferred - First Aid Qualification.
- Preferred – Parent of Elsternwick junior player.

Expected Time Requirement

Approximately 20 hours per annum.