

Job Description: Roster Coordinators

Role: Volunteer (Unpaid Committee Position)

Time: 3 hours a week during the athletics season, plus 1 hour on competition days

Reports to: Club President / Secretary

What is the goal?

To organise and manage parent helper rosters so that weekly track and field competition days run smoothly, safely, and efficiently.

What will you do?

- **Create schedules:** Set up weekly parent rosters for track and field roles, including timing gates, long jump raking, throws measuring, and canteen shifts.
- **Assign duties:** Allocate tasks fairly across all club families or age groups using online signup tools or spreadsheets.
- **Communicate rosters:** Send out the weekly schedule to parents ahead of time so everyone knows their allocated role and arrival time.
- **Manage changes:** Handle any last-minute cancellations or swaps when parents cannot make their rostered shift.
- **Check-in on the day:** Ensure all parent volunteers arrive for their shifts on competition day and find quick backups if someone is missing.

What skills do you need?

- Exceptional organisation and scheduling skills.
- Clear, friendly communication to encourage parent participation and volunteer spirit.
- Calm problem-solving skills to manage last-minute helper shortages.