

Job Description: Roster Manager

Time: 2 hours a week during the athletics season, plus 1 hour on competition days, plus Committee Meetings

Reports to: Club President / Secretary

What is the goal?

To assist Roster Coordinators so that weekly track and field competition days run smoothly and efficiently.

What will you do?

- **Oversee roster planning:** Supervise the weekly parent roster process and ensure all key roles across track, field, and canteen are covered.
- **Support the coordinators:** Support Roster Coordinators as required in allocating duties fairly across families or age groups and help resolve any issues that arise.
- **Communications:** Liaison between Roster Coordinators and the Committee.
- **Manage escalations:** Step in on more complex shortages, disputes, or last-minute changes that Roster Coordinators cannot resolve themselves.
- **Monitor competition-day coverage:** Check that rostered volunteer areas are operating effectively on competition days and help organise backup support where needed.

What skills do you need?

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