

Organisation: Ellerslie AFC

Job Description: Operations Coordinator

Position Overview

The Operations Coordinator is a key position within our club, responsible for presenting an open, friendly, efficient environment to club members in the day-to-day operations of the organisation.

This role supports the club's mission to promote opportunities for involvement in football, both on and off the pitch, for the benefit of the community.

The Operations Coordinator will work closely with the Operations Manager, volunteers, coaches, and members to deliver a football experience that inspires our community to thrive at all levels.

- **Member Engagement**
Serve as the key point of contact for member enquiries, feedback, and complaints, ensuring a welcoming and responsive environment.
- **Tamaki League**
Overall coordination of the Tamaki League (ie 6th to 9th grade)
- **Fixture Management**
Assisting the Operations Manager on the management of all fixtures relating to Junior, Youth and Senior teams. This includes regrading for Tamaki League fixtures, sending results to NRF, management of cancellations and ground changes as well as weekly allocation of grounds for training and matches for all Junior, Youth and Senior teams including notification of any equipment (ie goals and nets) and alternate playing strips to all relevant team members
- **Bookings**
Coordination of any third party bookings for field space
- **Support**
Provide administrative support to the Football Department for football programmes including trials, holiday programmes, talent programmes, tournaments and skills programmes.
- **Coordinator of Junior and Youth pre-season trials, in conjunction with the Football Department**

- Assistance with the management and allocation of playing strips and other team equipment for all teams at the start and end of the season. This includes distribution of Player of the Day, promotional and sponsor products.
- Assistance with Junior and Youth prizegiving
- Assistance with administration related to photo evenings including proofing and distribution
- Purchase of stationery and other office supplies as required

Key Skills and Attributes

- Excellent communication and interpersonal abilities
- Excellent organisational skills
- Commitment to the values of community sport and inclusivity

Qualifications and Experience

- Previous experience in an operational, front of office role, preferably within a not-for-profit or sports environment
- Knowledge of governance, health and safety, and compliance requirements for community organisations
- Proficiency with office software and club management systems

Working Conditions

- Part-time
- Some evening and weekend work may be required to support events and activities
- Based at the club's main facility, with occasional travel for meetings or events

How to Apply

Interested candidates should submit a CV and cover letter outlining their suitability for the role. Applications should be sent to applications@ellersliefootball.org.nz by November 1st, 2025.

The club is committed to diversity and inclusion and welcomes applications from all sections of the community.