



Position Description: Game Day Manager

Last updated 1 December 2024

Overview

The Game Day Manager is the key contact point on game day and is responsible for ensuring the smooth operation of all game day activities. This role involves managing volunteers and paid staff, overseeing game day logistics, and coordinating with the General Manager and Board Members.

Responsibilities

Volunteer and Staff Management

- Delegate and manage all volunteers and other paid staff on game day.
- Ensure all team members understand their roles and responsibilities.

Operations

- Ensure smooth game day operations, including set up and pack down.
- Have a copy of all permits and licenses on hand.
- Pick up items on game day that cannot be delivered.
- Manage lost property.

Inventory and Compliance

- Manage stock and note any re-fills needed.
- Check sound levels periodically during game day.
- Ensure compliance with all relevant permits and licenses.

Communication and Reporting

- Contact the Board Member on Duty in case of issues or emergencies.
- Complete game day checklists and note any issues.
- Send game day summary notes with stocktake including any photos to the General Manager

Skills and Attributes

- Be organized and able to manage multiple tasks simultaneously.
- Have strong communication and leadership skills.
- Be able to handle emergencies and unforeseen issues calmly and effectively.
- Ability to work collaboratively with volunteers, staff, and board members.
- Detail-oriented with strong problem-solving skills.

The Game Day Manager is a paid position, with compensation provided per game day. The role reports to the General Manager and duties are limited to game days only.

Renegade Pub Football League Inc.

ABN 84 516 956 069

www.rpfl.com.au

renegadepubfl@gmail.com