

## **General Job Description**

### **Position Details**

Position Title: **Squad Manager**

Responsible to: SWSAS Head Coach  
SWSAS Sports Program Manager  
SWSAS Executive Director

### **Primary purpose of position**

The Squad Manager is primarily responsible for the management of the SWSAS program, ensuring that at all times the Academy's professional image is maintained. The Squad Manager will also be expected to be involved in the evaluation of the program at the conclusion of the program.

The position is answerable to the South West Sydney Academy of Sport and reports operationally to the Sports Program Manager through the Head Coach.

### **Key responsibilities of the Squad Manager**

- Maintaining an accurate register of the attendance of players and staff
- Maintaining an accurate register of the player's uniform policy
- Correspond regularly with scholarship athletes
- Correspond regularly with the Sports Program Manager
- Distribute information as requested by the staff at SWSAS
- Maintain a regular dialogue with athletes and staff in regard to upcoming activities
- Report all issues and concerns by players or parents to the Sports Program Manager
- Ensure athletes maintain the standards expected of them by the Academy in relation to attitude, communication, returning paperwork, correct uniform, etc
- Ensure that copies of all correspondence are forwarded to the Academy
- The Squad Manager is the emergency contact for parents during activities and is the athlete's contact when experiencing difficulties attending a session
- Ensure that an appropriately maintained first aid kit is present at all Academy activities
- Attend all programmed squad sessions, including training, game days, sports education sessions, official Academy functions and staff meetings
- Ensure that an appropriate level of duty of care is maintained at all Academy activities
- Arrive at all sessions 15 minutes prior to session commencement

### **Training, Qualifications, and Experience**

- Formal training (eg Level 1 Sports Administration) or a professional background in administration is preferred
- Experience working in the role of Manager / Administrator
- Experience working as part of a small multi-disciplined team delivering a sport program
- Ability to critically analyse, research and solve problems
- Highly developed communication skills
- Preparedness to work within the Academy's guidelines is essential
- Current 'Working with Children Check' approved volunteer