



Christchurch United Football Club

Job Description

Job Title	Game Day Host
Location	Christchurch Football Centre
Accountable to	Office Manager
Accountable for	
Team	

ROLE SUMMARY.

The role of the Game Day Host is welcome all visitors and players to the Christchurch Football Centre and provide relevant where required.

MAIN DUTIES & RESPONSIBILITIES.

- Welcome visitors and players to the Christchurch Football Centre
- Direct players and spectators to their nominated areas
- Perform routine inspections of the toilet facilities; tidy and resupply facility equipment where required
- Notify management of occurring deficiencies or needs for repairs
- Follow all health and safety regulations

Other:

- To attend all parent meetings organized by the CUFC and two parent meetings during the winter season (beginning and end)
- Ensure the relationship with children, young people and adults is appropriate and demonstrate appropriate models of behavior, language and demeanor, adhering to the CUFC code of conduct.
- To be responsible for the welfare and protection of children and young persons entrusted to CUFC. The CUFC will expect you to undertake training to ensure an understanding of best practice in relation to Child Protection and the safeguarding of children and young people in our care.

QUALIFICATION, SKILLS and EXPERIENCE

- Positive, cheerful outlook
 - Enjoy working with children
 - Excellent level of communication and listening skills
 - Ability to communicate to a diverse range of people
 - Calm under pressure
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- Proven ability to maintain confidentiality
- Excellent and up to date understanding of Child Protection and Safeguard procedures and relevant clearance
- Possess computer literacy, including the ability to work with standard word-processing (Word, Excel, and PowerPoint) tools

GENERAL INFORMATION.

The Game Day Host must at all times carry out his/her responsibilities with due regard to the Christchurch United Football Club policies and procedures in particular Health & Safety, confidentiality and with regard to the Data Protection.

The Game Day Host must ensure a positive commitment towards equality and diversity by treating others fairly and not committing any form of direct or indirect discrimination, victimization or harassment of any description.

The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the Academy.

COMPENSATION.

- Full CUFC training uniform package
-NZL dollar voucher from Fronrunner
- **Discounted fee for children (to be discussed) – may not include the following: special programmes, tournaments and holiday camps**

Employee's Signature:		Date:	
CUFC president / TD AD Signature:		Date:	