

*McDonald's Kanga Cup Workforce – Volunteer Positions*  
**July 2019**

<b>Positions</b>	McDonald's Kanga Cup Venue Assistant McDonald's Kanga Cup Results Manager McDonald's Kanga Cup Referee Coordinator
<b>Reports To</b>	Venue Manager at rostered venue Workforce Manager – Ciaran O'Rourke Workforce Manager – Sophie New
<b>Company</b>	<u>Capital Football</u> The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia. <u>McDonald's Kanga Cup</u> The McDonald's Kanga Cup is the largest youth football tournament in the Southern Hemisphere, attracting over 350 teams from Australia and overseas. It is conducted in July over a week in Canberra. The McDonald's Kanga Cup was also presented with the 2017 Minister for Sport and Recreation's Award for Event Excellence.
<b>Overview</b>	The role will be conducted during the week of McDonald's Kanga Cup 7 <sup>th</sup> – 12 <sup>th</sup> July. The Kanga Cup Organising Committee (KCOC) will also provide successful candidates with an information session and training before the event. The role will involve assisting in the operational aspects of a specific venue used for the tournament, through working with clubs, referees, and other volunteers to ensure the venue is run professionally and all teams are provided with what they need.
<b>Key Responsibilities</b>	<u>Venue Assistant</u> <ul style="list-style-type: none"> <li>• Communicating with and servicing all venue visitors</li> <li>• Working with all venue staff in ensuring matches start on time and results are recorded against the requirements</li> <li>• Ensuring that match days are run smoothly</li> <li>• Set up/pack up McDonald's Kanga Cup signage at venue each day</li> </ul> <u>Results Manager</u> <ul style="list-style-type: none"> <li>• Communicating with and servicing all venue visitors</li> <li>• Online score and match data entry (yellow cards, fair play votes etc.)</li> <li>• Act as venue contact for KC HQ regarding all results information</li> </ul>

<p><b>Key Responsibilities</b></p>	<p><u>Referee Coordinator</u></p> <ul style="list-style-type: none"> <li>• Providing support and assistance to match officials throughout the week</li> <li>• Assisting the Referee Appointments Officer in appointing match officials to matches</li> <li>• Assist match officials with post-match administration</li> </ul>
<p><b>Ideal Candidate</b></p>	<p>To be successful in the role, you must be able to demonstrate the following:</p> <ul style="list-style-type: none"> <li>• Good verbal communication skills</li> <li>• Ability to take initiative and problem solve</li> <li>• Good interpersonal skills and the ability to work well with others, particularly new people</li> <li>• Understanding of safety as it applies to all stakeholders</li> <li>• Experience in supervising staff is preferable</li> </ul>

CONTACT DETAILS:

Ciaran O'Rourke  
[ciaran.orourke@capitalfootball.com.au](mailto:ciaran.orourke@capitalfootball.com.au)  
 02 6189 2218