



KEEPUP Kanga Cup Workforce – Volunteer Position
Venue Manager
July 2023

Position	KEEPUP Kanga Cup Venue Manager
Reports To	Event Manager – Clare Pyc Workforce Manager – TBC
Company	<p><u>Capital Football</u></p> <p>The governing body of football in the Australian Capital Territory and a member of the national association, Football Federation of Australia.</p> <p><u>KEEPUP Kanga Cup</u></p> <p>The KEEPUP 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 KEEPUP Kanga Cup was also presented with the 2017 Minister for Sport and Recreation’s Award for Event Excellence.</p>
Overview	<p>The role will be conducted during the week of KEEPUP Kanga Cup 2nd – 7th July. The KEEPUP Kanga Cup Organising Committee (KCOC) will also provide successful candidates with an information session and training before the event.</p> <p>The role will involve overseeing 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.</p>
Key Responsibilities	<p>This role is the first point of contact for all team enquiries at a venue for the KEEPUP Kanga Cup. The primary tasks will centre on communications, people management, time management and delegation.</p> <p>Specific tasks include:</p> <ul style="list-style-type: none"> ● Be the KCOC representative at venues to answer questions and help competing teams, spectators and KEEPUP Kanga Cup partners (such as merchandisers and photographers) ● Liaise with your workforce team to ensure tasks are completed and teams are content – delegate/help if necessary ● Liaise with the KCOC throughout the week in regards to field condition and the ability to play matches ● Set Up/Pack Up KEEPUP Kanga Cup signage at venue and lock up each day



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Ideal Candidate	To be successful in the role, you must be able to demonstrate the following: <ul style="list-style-type: none">● Good verbal communication skills● Ability to take initiative and problem solve● Good interpersonal skills and the ability to work well with others, particularly new people● Understanding of safety as it applies to all stakeholders● Experience in supervising staff is preferable
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CONTACT DETAILS:

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