



**KEEPUP Kanga Cup Workforce – Volunteer Positions
 July 2023**

Positions	KEEPUP Kanga Cup Venue Assistant KEEPUP Kanga Cup Results Manager
Reports To	Venue Manager at rostered venue Event Manager – Clare Pyc Workforce Manager – TBC
Company	<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>KEEPUP Kanga Cup</u> 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.
Overview	The role will be conducted during the week of KEEPUP Kanga Cup 2 nd – 7 th July. The KEEPUP 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.
Key Responsibilities	<u>Venue Assistant</u> <ul style="list-style-type: none"> • Communicating with and servicing all venue visitors • Working with all venue staff in ensuring matches start on time and results are recorded against the requirements • Ensuring that match days are run smoothly • Set up/pack up KEEPUP Kanga Cup signage at venue each day <u>Results Manager</u> <ul style="list-style-type: none"> • Communicating with and servicing all venue visitors • Online score and match data entry (yellow cards, fair play votes etc.) • Act as venue contact for KC HQ regarding all results information



Football House
Unit 2/3 Phipps Close
Deakin ACT 2600
PO Box 50 Curtain ACT 2605
(T) +61 2 6189 2222
info@kangacup.com
ABN: 16 413 452 268



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:

Clare Pyc

info@kangacup.com

02 6189 2222