REYNELLA FOOTBALL CLUB

HOME OF THE MIGHTY WINEFLIES

Job Title: Club Operations Manager

Organisation: Reynella Football Club

Reports To: Club President

Position Overview

The Club Operations Manager is a key role within the Reynella Football Club, responsible for overseeing the day-to-day operations and ensuring the smooth running of all club activities. This position focuses on administration, compliance, match-day logistics, and volunteer coordination, supporting the committee and President to deliver a well-organized and inclusive football environment.
Ideal for someone with strong organizational skills, attention to detail, and a passion for community sport, the Operations Manager ensures the club remains operationally sound and aligned with its mission.

Key Responsibilities

Administration & Compliance

- Manage club registrations, player transfers, and liaison with the league.
- Ensure compliance with AFL, SANFL and SFL regulations, child safety standards, and club policies.
- Maintain accurate records, including insurance, permits, and governance documentation.

Financial & Resource Management

- Assist Treasurer with budgeting and expense tracking for operational needs.
- Oversee procurement of equipment, uniforms, and supplies.

Facilities & Grounds

- Coordinate maintenance and scheduling of club facilities and oval.
- Ensure safety standards and cleanliness of clubrooms and grounds.

Match-Day Operations

- Work with the Club Coordinators to have game-day logistics: team sheets etc
- Manage volunteers for canteen, gate, and other roles.

Communication & Stakeholder Engagement

- Work with the Football Director and act as a key contact for members and supporters regarding operational matters.
- Liaise with local council, sponsors, and community partners for facility and event needs.

Event & Program Support

- Assist in planning and delivering club events (presentation nights, fundraisers).
- Support junior and senior development programs and community engagement initiatives.

Skills & Qualifications:

- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Ability to lead and motivate volunteers.
- Knowledge of AFL/SANFL/SFL operations and community sport governance (preferred).
- Previous experience in sports administration or operations (desirable).
- Working With Children Check and Police Clearance (mandatory).