

Job vacancy organisation: Futsal Administration

Futsal 4 life is a provider of social futsal competitions across 9 venues in Melbourne. We run mixed and men's futsal leagues catering to all standards of play. We have been in business for over 10 years and are considered the leading social operators, because our leagues are fun to play in and we do not tolerate angry people.

Although our services are social sports, our expectation of our employees is of the highest level to perform the role. We are a good organisation to work with because we are professional and with a high level of detail and communication. This will be instilled in the employee as a great work ethic which will benefit them in future roles.

Potential candidate: qualifications & experience

- The candidate must be passionate about football and futsal. The candidate ideally plays both and has a comprehensive knowledge of the rules.
- The perfect candidate also has refereeing experience to help cover in the event of us being short staffed.
- Sports management studies are a bonus. As are any fitness-based studies.

Tasks & responsibilities

The futsal admin role involves being the on-site supervisor of our social futsal competitions which take place at indoor sports venues in Melbourne.

This role includes the need to implement:

- Our covid safety plan: masks, contact tracing, distancing, cleaning.
- Take payment from teams
- Supervise games and report back to management on what took place.
- Issue First Aid where required (we provide training if you are not up to date)
- Liaise with teams on communications and anything league related
- Clean court prior and after.
- Set up venue to be ready for games to proceed.

Mandatory requirements:

- Must be able to work Sundays. Further days will be available but will be subject to vacancies at the time of employment.
- Must have own car.
- Must work for longer than a year in the role.
- High attention to detail.
- People management skills.
- Thorough task execution.
- Always on time with good time management.
- Strong desire to perform the role as well as possible.
- Must be able to lift 15 kgs goals