



### **Junior Representative Assistant**

The Junior Representative Assistant is responsible for providing support to the Junior Representative Coordinator for Eastern Suburbs Touch Association

#### *Responsible To*

The Junior Representative Assistant is directly responsible to the Junior Representative Coordinator.

#### *Responsibilities and Duties*

The Junior Representative Assistant should:

- Support the Junior Representative Coordinator in all activities of the smooth and effective management of the Eastern Suburbs Touch Association Junior representative program (Junior State Cup)
- Assist the President in maintaining positive partnerships with current accommodation providers
- Assist the President in searching for and establishing new partnerships with accommodation providers
- Liaise with accommodation providers in booking accommodation for players, coaches and club official for the Junior State Cup and Senior State Cup
- Coordinate and allocate accommodation to players and club officials
- Ensure deadlines are met for booking confirmation, payments, room requests and allocations
- Liaise with team managers, Referees Director, the Junior Representative Coordinator and the Senior Representative Coordinator in allocating rooms based on requirements and available rooms
- Be the point of contact for accommodation during the competitions
- Ensure all rooms are maintained in an orderly manner before, during and after the stay
- Manage any complaints or issues

#### *Knowledge and Skills Required*

Ideally a Accommodation Liaison Officer is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised
- Can delegate tasks to a support team

#### *Time Commitment Required*

## *Eastern Suburbs Touch Association*

The estimated time commitment required as the Accommodation Liaison Officer of Eastern Suburbs Touch Association is 3 hours per week in peak periods and 1 hour per week in off-peak periods. They may also be required to travel during competition periods