



**Job Description  
Junior Representative Director**

The Junior Representative Director is responsible for the smooth and effective delivery of the junior representative program of Eastern Suburbs Touch Association.

**Responsible to**

The Junior Representative Director is directly responsible to the Vice President, Rep Committee and the members of Eastern Suburbs Touch Association.

**Responsibilities and duties**

The Junior Representative Director should:

- Be responsible for the smooth and effective management of the Eastern Suburbs Touch Association Junior representative program (Junior State Cup)
- In consultation with the Rep Committee, prepare and distribute all communications to players, parents and club officials
- In collaboration with the Eastern Suburbs Touch Association Marketing Officer, ensure that all public communications are completed including trial information and club promotional activities
- Ensure that all deadlines requirements are met, including but not limited to team nominations/registrations, field bookings, coaching appointments, team selections, player registrations, payments, team entries into trial/gala days, gear ordering and distribution and accommodation (booking, payment, requests and allocations)
- Ensure that all players are financial by the required deadline
- Be the primary contact for the state governing body, New South Wales Touch Association, the regional governing body, Southern Rebels, and other clubs
- Ensure that referees are available for teams if and when required, coordinating with the Referees Director
- Collaborate with the Junior Rep Assistant and President to maintain current or establish new relationships with accommodation providers
- Work with the Junior Rep Assistant to ensure that suitable accommodation is arranged for all teams and club officials for representative competitions (namely Junior State Cup)
- Liaise with team managers, Referees Director, the Junior Rep Assistant and the Senior Rep Director in allocating accommodation based on requirements and available rooms
- Be the point of contact for accommodation during the competitions
- Ensure accommodation is maintained in an orderly manner before, during and after stay
- Manage any accommodation complaints or issues
- Manage, oversee and assist Rep Committee members in their duties
- Assist in the booking of team transportation if required

## *Eastern Suburbs Touch Association*

- Assist the Senior Representative Director when required
- Support all teams with any enquiries, player eligibility, transfers etc

### **Knowledge and skills required**

Ideally a Junior Representative Director 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**

The estimated time commitment required as the Junior Representative Director of Eastern Suburbs Touch Association is 5 hours per week in peak periods September to March and 1 hour per week in off-peak periods.