



**NATIONAL CLUB  
ACCREDITATION SCHEME**

## **Myrtleford Savoy Soccer Club Position Description – School Liaison Officer**

### **JOB TITLE:**

School Liaison Officer

### **OBJECTIVE:**

To ensure that there is a functional link between local schools (both primary and secondary) and the club. This will assist to ensure a steady stream of registrations to keep the club operational and provide the club with a strong image throughout the community.

### **RESPONSIBILITIES:**

- Attend school P&C meetings to promote the club and upcoming events.
- Keep the lines of communication open between the club and local schools.
- Assist in the organisation and promotion of school holiday activities / clinics.
- Assist in the distribution of any club promotional material within schools around registrations or other events.

### **RELATIONSHIPS:**

- Reports to the President and General Committee.
- Local primary and secondary schools.
- School Zone Sport Associations in the clubs catchment area.
- Work closely with Coaching Coordinator in relation to any school holiday clinics.

### **ACCOUNTABILITY:**

- The School Liaison Officer should report any news from the schools community back to the General Committee at meetings.

The estimated time commitment required is up to 2-3 hours per week around peak periods such as the registration period and school holidays.

### **ESSENTIAL SKILLS:**

- Enthusiastic and well organised.
- Passionate and dedicated to promoting the club to the wider community.
- Good communication skills or the ability to develop skills with assistance.
- Sound knowledge of the local area and schools within it.



**Myrtleford Savoy Soccer Club**  
PO Box 216  
256 Great Alpine Road, Myrtleford  
[www.myrtleford.soccer.com.au](http://www.myrtleford.soccer.com.au)  
[secretary@myrtlefordsoccer.com.au](mailto:secretary@myrtlefordsoccer.com.au)