



Position Description

Title:	Junior Football Operations Officer
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Location:	EDFL Office
Reports to:	Junior Football Operations Coordinator
Classification:	Part Time – 2 nd February 2026 to 30 th October 2026 Monday to Wednesday/Thursday
Date	Nov 2025

Overview of Role	The Essendon District Football League consists of 37 clubs and approximately 450 teams competing in open age and junior competitions. The Junior Football Operations Officer assists the Junior Football Operations Manager to ensure the efficient operation of the EDFL competitions, whilst providing administrative support and guidance to the clubs.
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Skills and Knowledge Competencies	Professional Attributes
	• Tertiary qualifications in Sports Management or similar qualifications desirable, but not necessary. • Excellent verbal and written communication and public relations skills. • Strong attention to detail. • Experience and understanding of football club and league environments. • High level computer literacy skills. • Preparedness to work extended hours including weekends during periods when matches are fixtured.
	Personal Attributes
	• Passionate about sport. • Proactive. • Approachable. • Self motivated. • Strong Character. • Team Player. • Ability and willingness to work long and flexible hours. • Current Drivers Licence. • Working with Children's Check or willingness to obtain.

Job / Task Profile	Administration • Assist the Junior Football Operations Manager in conducting all Junior (Underage) football for the EDFL. • Assist with the registration of all accredited club officials and their relevant qualifications. • Assist with the maintenance and updating of all player records. • Communicate information to clubs. • Responsible for all match day paperwork and issuing of junior fines. • Record and update player best and fairest votes. • Ordering and sales of all Footballs. • Assist in Organising and conduct Club Training Courses as required. • Other duties as directed by the Junior Operations Manager & CEO.
	Home and Away Season • Liaise with and maintain effective working relationships with clubs, umpires and other stakeholders as required. • Assist Junior Operations Manager with annual fixtures & grading. • Oversee all match day paperwork and follow up as required.
	Finals • Assist in the planning and coordination of the EDFL junior finals series. • Available to work extended hours across weekends during EDFL junior finals series.

	• Assist in the management of staff/volunteers. • Assist with required match day duties during finals matches. • Plan and run the junior best and fairest night. Interleague • Provide administrative support in the coordination of the interleague program, including training venue(s), equipment allocations and packing of player kits. • Assist with the appointment of coaches, match committees, managers, trainers, medical and other staff as required. • Communicate with program participants regarding training and game day requirements. • Available to work extended hours across presentation evenings and King's Birthday weekend Interleague carnival. • Ensure all AFL Vic requirements are adhered to.
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Job / Task Profile	Resource support to clubs • Assist club officials in the day-to-day management of their clubs. • Communicate information to club officials. Miscellaneous • Other duties as required by CEO. • Event planning and delivery where required, including but not limited to, season launch, quarterly delegates meetings and senior finals series.
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Key Relationships and Key Communications Required	Reports to:
	• EDFL Junior Football Operations Manager • EDFL CEO
	Internal Communications
	• EDFL paid staff and volunteers
	External Communications
	• EDFL Clubs • Western Jets Football Club • Essendon Football Club • Coburg Football Club (VFL) • Calder Cannons Football Club • Other Football Leagues and bodies • AFL Victoria • Local Government Authorities