



NTU Sport

Job Advert (American Football)

Job Title:

Kit Officer

Main Responsibilities

- Hand out and collect in equipment
- Be on call when anything goes wrong
- Be the first to arrive and the last to leave
- Set-up the field for training and game days
- Ensure all players clean the kit every week and support them in doing so
- Ensure all club members are wearing the correct kit
- Ensure all kit is in compliance with NTU Sport regulations and ordered through the correct procedures
- Ensure all kit is stored and maintained correctly working with NTU Sport
- Good Organisation skills
- Good Communication skills

Job Title:

Game Day Officer

Main Responsibilities

- Responsible for setting up the pitch for home games, with help from the committee
- Responsible for confirming and liaising with ambulance provider
- Work with NTU Sport (Sports Coordinator) to book appropriate vehicles for away games
- Assist the Kit Officer in their role particularly on match days
- Complete the NTU Sport teamsheet on BUCS Play before 2pm on Friday before every game
- Report results directly to NTU Sports Coordinator
- Work closely with the Kit Manager on game day
- Liaise with NTU Sport' staff (The Sports Coordinator and the Coaching and Competition Manager) regarding any trips and bookings throughout the year
- Be available to help the committee with any other duties throughout the year. For example; helping the Kit Manager sorting kit at the start of the season and getting the register done at each training session
- Report any issues from game day to NTU Sport
- Must be flexible on timings as bookings and calls need to be made throughout the week leading to a game.
- Have an understanding of the NTU support and well-being services available to club members and how to signpost members to them **where necessary**.

The Game Day Officer should be a friendly, well organised, have good communications skills and be knowledgeable about on field set up/game rules