



## **Bacchus Marsh Little Athletics Centre**

### **Position Description**

<b>Position Title:</b>	<b>DUTY MANAGER</b>
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The role of the Duty Roster Manager is to identify the requirements of all the officials and helpers required to conduct the competition program and prepare a duty roster.

Responsibilities of the Duty Roster Manager include:

- Determine the officials positions required for the event
- Prepare a duty roster
- Select the appropriate parents / helpers to perform the duties
- Arrange any special equipment / aids to perform the duties