

International Program Operations Lead Role Description

Reports to: USAFL National Program – General Manager

Key Links: USAFL International Program Director, USAFL Executive Director, Players, and Football Department Staff.

Direct Reports: None

Employment Type: Volunteer

Position Duration: 3 years

The Role of the Operations Lead is to oversee and organize the physical logistics of USAFL's International Program events. The role is to ensure all the physical assets, from player uniforms to massage tables, that a specific event requires is available when needed.

Responsibilities:

The Operations Lead is responsible for day-to-day physical assets of the International Program. The lead must be able to demonstrate leadership of the national program values and behaviors, as well as that of the USAFL at all times.

The Operations Lead will report to the International Program General Manager.

The Operations Lead will oversee the International Programs physical assets. This will include all the items required for an international event. This role will work closely with the players and staff to ensure an inventory of required items is established and the availability of those items when required.

Role Expectations:

- Develop an inventory of all items required for different events (eg camp versus a game versus a trip to Australia)
- Develop a budget for all required items and drive approval of that budget by the Management team
- Lead procurement of all items
- Determine to best storage option of all items and transfer to the next event
- Coordinate shipping of all items
- Upkeep and maintenance of all items. This will include organizing cleaning of all uniforms
- Develop tracking mechanism for all items
- Assist in developing, documenting, and compliance of the USAFL International Program Operations and inventory processes
- Attend key games and events as outlined in the International Program Schedule, this includes training camps, Regional and National tournaments, games and international tournaments
- Communication: the following expectations outline the cadence of communication.
 - Attend the Fortnightly Program Leadership meeting
 - Attend the Monthly All Players meetings

The Operations Lead will be selected on a combination of criteria including:

- Previous experience, preferably within performance sports programs (either as an athlete, coach or administrator)
- Well-developed and established communication skills (written and verbal)
- Detailed orientated to develop and track all physical assets
- Computer literate with Microsoft Office and Email

- Leadership
- A demonstrated dedication to the USAFL
- Commitment to the development of Australian Football in the United States and building of new relationships with all relevant stakeholders

This is a volunteer position. The appointed Operations Lead will be required to pay the same proportion of costs as the players, if they choose to attend events. Additional approved travel will be reimbursed. This position will be appointed to run through the end of 2026.