

International Program Travel Coordinator(s) 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 Travel Coordinator is to oversee and organize the travel logistics of the USAFL's International Program teams. The role is to guide all the travel details for all events, including camps, games, and tournaments. This is a critical role, especially for 'away' games.

Responsibilities:

The Travel Coordinator is responsible for travel coordination and logistics of the International Program. The coordinator must be able to demonstrate leadership of the national program values and behaviors, as well as that of the USAFL at all times.

The Travel Coordinator will report to the International Program General Manager.

The Travel Coordinator will oversee the International Programs travel logistics. This will include the travel details for all players and staff members who are involved with each event. In some cases, this will entail booking flights for the entire tour party. This role will work closely with the players and staff to collect all required information to ensure smooth travel coordination for the entire traveling party.

Role Expectations:

- Work with all tour party members to collect required information, such as passport numbers, expiry dates, etc.
- Book hotels to cover the entire tour party. This may include central conference rooms for team meetings.
- Book local transportation and transfers that are appropriate for the event
- Organize meals for the tour party and determined by the Management team
- Assist in developing, documenting, and compliance of the USAFL International Program travel processes
- This role does not require attendance at the events but would be highly encouraged
- This role could be fulfilled by a current player
- Work with the USAFL General Manager to determine the travel budget for an event based on expected travel costs
- If multiple Travel Coordinators are required based on either the trip complexity (eg Australian Trips) or multiple teams (we could have up to four teams and staff travelling to one event) the workload will be split evenly between the coordinators. The work demarcation will be determined by the General Manager
- Communication: the following expectations outline the cadence of communication.
 - Attend the Fortnightly Program Leadership meeting
 - Attend the Monthly All Players meetings

The Travel Coordinator will be selected on a combination of criteria including:

- Previous experience, preferably within performance sports programs (either as an athlete, coach or administrator)
- Detail orientated to track all the details at the individual level
- Well-developed and established communication skills (written and verbal)
- 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 Travel Coordinator(s) 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.