

International Programs General Manager Role Description

Reports to: USAFL National Program – Director

Key Links: USAFL Member-at-Large, USAFL International Program Director, USAFL Executive Director, Head Coaches, Players, Support Staff, USAFL International Programs Advisory Board and USAFL International Program Coach and Culture Advisors.

Direct Reports: Operations Manager, Travel Coordinator(s), Fundraising Manager, Revolution and Freedom Head Coaches, Medical Lead, Strength and Fitness Lead, Skills Coordinator, Analytics Lead

Employment Type: Volunteer

Position Duration: 3 years

The Role of the General Manager is to oversee the day-to-day operations of the USAFL's International Program. The role is to guide the leadership and management of the Program with the goal the Program is well run and regarded as a leader in the management of International Australia Football teams.

Responsibilities:

The General Manager is responsible for the off-field administration and management of the International Program. The GM must be able to demonstrate leadership of the national program values and behaviors, as well as that of the USAFL at all times.

The General Manager will report to the International Program Director.

The General Manager will oversee the International Programs Football Department. They will work closely with both Head Coaches and also with the Program's Medical, Programs Fitness and Strength, Program Skills Development and Programs Data Analytics teams.

Role Expectations:

- Ensure compliance to USAFL International Program Football & Coaching Strategy by the Football Department
- Attend key games and events as outlined in the International Program Schedule, this includes training camps, Regional and National tournaments, games and international tournaments
- Leading the implementation of the USAFL's International program Culture of player development and engagement. Liaise with the USAFL's Coach and Culture Advisors
- Manage and leverage the USAFL International Program Advisory Board (made up of former players) to guide key program decisions.
- Assist in developing, documenting, and compliance of the USAFL International Program processes
- Leading the USAFL International Program all staff and all player meetings
- Assist the Head Coach(s) in recruiting volunteer assistant coaches, and the volunteer Reserve's Coach
- Building relationships with club-level presidents and coaches to answer any questions relating to the International Programs
- Work with the USAFL International Director to set the budget and schedule for the USAFL International Programs
- The General Manager will lead the Management Team to manage all team and player administration allowing the football department and head coaches to focus on player development
- Communication: the following expectations outline the cadence of communication.
 - Attend the Fortnightly Program Leadership meeting
 - Lead the Fortnightly Football Department meeting

- Lead the Monthly All Players meetings
- Attend Monthly Men's and Women's Player meeting with Coaches (attendance is suggested)

The General Manager will be selected on a combination of criteria including:

- Previous leadership experience, preferably within performance sports programs (either as an athlete, coach or administrator)
- Well developed and established communication skills (written and verbal)
- Computer literate with Microsoft Office and Email
- Leadership;
- A demonstrated dedication to the USAFL;
- An understanding of geographical challenges facing USAFL players, coaches and other program members;
- Commitment to the development of Australian Football in the United States and building of new relationships with all relevant stakeholders

The General Manager will be required to attend a certain number of regional camps per year as well as various selection games. This is a volunteer position. The appointed GM will be required to pay the same proportion of costs as the players. Additional approved travel will be reimbursed. This position will be appointed to run through the end of 2026.