

Position Description

DATE	March 2026
ROLE TITLE	Volunteer
DEPARTMENT	Volunteer Program
REPORTS TO	Volunteer Coordinator and People, Culture & Communications Manager
SCHADS LEVEL	1.1 (Casual)

About Football Futures Foundation

Football Futures Foundation (FFF) is a Western Australian not-for-profit organisation dedicated to creating positive social change through football. By using the universal language of football, the Foundation brings people together, strengthens communities, and creates opportunities for participation, connection, and personal growth.

FFF delivers inclusive programs for children, young people, and families who may experience barriers to participation in sport and community life, including disability, socioeconomic disadvantage, cultural background, and geographic isolation. Operating across metropolitan, regional, and remote Western Australia, the Foundation works closely with communities to create safe, welcoming environments where everyone has the opportunity to belong.

Through football, Football Futures Foundation empowers participants to build confidence, develop life skills, form lasting friendships, and realise their potential, both on and off the field.

Organisational Culture

Football Futures Foundation fosters a supportive, inclusive, and collaborative workplace culture.

The organisation values teamwork, innovation, respect, and community impact. Staff and volunteers work together to create safe and welcoming environments where participants can thrive and where employees are supported to develop their skills and contribute meaningfully to the Foundation's mission.

About the Volunteer Program

The Volunteer Program is responsible for the coordination, support, onboarding and placement of volunteers across Football Futures Foundation.

The program helps ensure volunteers are welcomed, prepared and connected to meaningful opportunities that support the delivery of inclusive football programs, events and community activities.

The Volunteer Program ensures that all volunteer involvement is:

- Safe and appropriate

- Aligned with the organisation's mission and values
- Supported through clear onboarding and communication
- Matched to suitable roles based on interests, availability and program needs
- Delivered in a way that values the contribution of every volunteer

Volunteers play a vital role in supporting participants, coaches, families and staff, helping Football Futures Foundation create welcoming, inclusive and connected football environments.

Role Overview

The Volunteer supports the delivery of Football Futures Foundation programs and activities across a range of roles including coaching assistance, refereeing support, and general event and program assistance.

This is a flexible, unpaid volunteer role designed to provide meaningful community contribution and practical experience across a variety of football and community program settings. Volunteers may be assigned to different activities based on program needs, availability, and individual skills and interests.

The role operates in a supervised capacity at all times, with Volunteers working under the direction of senior coaching staff and program leads.

Reporting Relationship

The Volunteer reports to the Volunteer Coordinator and People, Culture and Communications Manager, and works closely with Coaches, Program Leads, Program Manager and other volunteers and event staff.

The role has no supervisory responsibilities and operates under the direct supervision and guidance of senior program staff.

Duties

The main duties of volunteers may vary depending on their individual skills, interests, availability and the needs of the Foundation, but may include the following:

Areas of Responsibility	Main Duties
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Program Delivery Support	<ul style="list-style-type: none"> Assist Community Coaches and Program Coordinators with the delivery of inclusive football sessions and community activities.
Coaching Assistance	<ul style="list-style-type: none"> Support the delivery of football drills, games, and skill development activities under the supervision of a Programs Lead, Mentor Coach, Senior Community Coach, Community Coach or other approved FFF Supervisor.
Refereeing Support	<ul style="list-style-type: none"> Assist with match officiating and refereeing duties during training sessions, community games, and events as directed by senior staff.
Participant Engagement	<ul style="list-style-type: none"> Support the creation of a positive, welcoming, and inclusive environment for participants. Encourage participation and assist participants during activities.
Event and Activation Support	<ul style="list-style-type: none"> Assist with the delivery of Football Futures Foundation events, community activations, and program launches, including supporting participant engagement activities and general event coordination.
Program Preparation	<ul style="list-style-type: none"> Assist with the setup and pack-down of equipment, fields, and activity spaces before and after sessions.
Equipment and Stock Management	<ul style="list-style-type: none"> Assist with equipment preparation, stocktakes, storage organisation, and maintenance of program equipment and resources.
Operational Support	<ul style="list-style-type: none"> Assist program staff with general operational tasks related to program delivery, including preparation of materials and resources for activities.
Team Collaboration	<ul style="list-style-type: none"> Work collaboratively with other coaches, staff, and volunteers to support program success.
Professional Development	<ul style="list-style-type: none"> Participate in training sessions and volunteer development opportunities provided by Football Futures Foundation.

Key Expectations and Accountabilities.

Program Support

- Volunteers are expected to actively assist senior coaches and program staff in delivering high-quality inclusive programs across coaching, refereeing, events, and general operational support.

Supervised Role

- Volunteers must always operate in a supervised capacity and follow instructions and guidance provided by senior staff.

Participant Engagement

- All volunteers are expected to support participants in a positive, respectful, and inclusive manner that aligns with the Foundation's mission and values.

Team Contribution

- Volunteers are expected to contribute positively to the program team, assisting with operational tasks that help programs run efficiently.

Flexibility

- The role requires flexibility to support programs, events, and community activities across different locations and in a variety of capacities as required.

Compliance, Confidentiality and Safeguarding:

- Maintain strict confidentiality of participant, staff and organisational information.
- Ensure all actions and behaviours align with child safety, safeguarding and organisational policies.

Professional Conduct and Team Contribution:

- Demonstrate professionalism, reliability and a collaborative approach when working with participants, staff and volunteers.
- Act in a manner consistent with FFF's values, contributing to a positive, respectful and inclusive workplace culture.
- Take initiative, seek guidance when required and support a solutions-focused organisational environment.

Role Specific Knowledge and Experience Requirements

Qualifications:

- Relevant volunteering, sport, coaching, youth work, or community experience, or demonstrated interest in working with community sport or inclusion programs

Experience:

- Interest in inclusion support, community sport, football coaching, or youth development
- Experience participating in sport or community programs (desirable)

Essential Skills and Experience

- **Communication Skills** - Ability to communicate effectively with children, young people, families, and team members.
- **Teamwork** - Ability to work collaboratively with other coaches, volunteers, and staff.
- **Reliability** - Demonstrated ability to follow instructions, attend scheduled sessions, and contribute positively to the program and events environment.
- **Positive Attitude** - A friendly, enthusiastic, and supportive approach when working with participants and community members.

Desirable Skills

- Knowledge of safeguarding and child safe practices or willingness to obtain.
- Experience volunteering in sport or community programs.

- Lived experience in disability, social inclusion, or community engagement (highly regarded).
- Commitment to inclusion, diversity and community-focused service delivery aligned with FFF's mission and values.

Key Behaviours

- Maintain a safe working environment and follow Football Futures Foundation safety policies and procedures.
- Demonstrate the organisation's values in all interactions.
- Work collaboratively with team members and support program success.
- Proactively be an advocate of the organisation's values.

Prerequisites for Employment

- Eligibility to work in Australia.
- Suitable Proof of Identity (based on a 100-point identity check) Original documents must be sighted.
- A current valid Working with Children Card
- A National Police Clearance Not less than 3 months old – renewed every 12 months
- A current Driver's Licence. (Desirable)

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