



## **IFF JOB DESCRIPTION**

Position: IFF Development Coordinator  
Location: Solna, Sweden  
Reporting line: IFF secretary general  
Starting time: 1<sup>st</sup> of January 2012

### **Main Tasks:**

- 1) To organise 3-4 IFF Floorball Development Seminars per year
  - a. responsible for the arrangement together with the organising national association,
  - b. inviting IFF members and other Floorball groups to the seminar,
  - c. booking the lecturers, arranging their flights and accommodation
  - d. organise the needed material for the seminars
  - e. collect the seminar feedbacks from the participants and make a report of the seminar
  - f. Write news to IFF web-page about the seminar
- 2) Update the IFF Floorball Development seminar education materials on a regular basis
  - a. IFF has a set of materials for the development seminar
  - b. Create a new higher level of Floorball Educational materials for referees and coaches
- 3) Produce and update all IFF Educational materials
  - a. The IFF Educational materials has to be looked over in a two year cycle
- 4) Follow and report of the development of Floorball in the IFF member nations
  - a. Core country news (sport and organisational) monthly
  - b. Inner circle and emerging countries news bi-monthly
- 5) Supporting new members in their development programs
  - a. Organising development Clinique's
  - b. Producing educational materials
  - c. Producing coaching manuals
- 6) Collection of material for new member country applications
  - a. Contact to applicants
- 7) Conducting membership inquiries on IFF Service
- 8) Contact to members
  - a. Collecting of member contact information
  - b. Collecting of membership statistics information
  - c. Update the IFF Member pages
- 9) Handling the IFF International Transfers
- 10) Participating in general IFF Administration
  - a. Updating player information for IFF Events
  - b. Updating team information for IFF Events
  - c. Handling of IFF Event Registrations

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