

**ROLE DESCRIPTION - JUNIORS COORDINATOR**

Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.

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| **Job Purpose** | To ensure the club promotes and works towards strong participation & positive outcomes for Junior teams. Ensure the club's Junior age group requirements are run effectively and efficiently in an administration, financial and social capacity. |
| **Job Responsibilities** | * Ensure coaches, players and managers understand their responsibilities to the club, communicated through the Clubs Codes of Conduct.
* Be the first point of contact for questions or disputes.
* Ensure Players, Coaches and Managers understand registration requirements.
* Ensure Players, Coaches and Managers understand what is expected of them, communicated through Codes of Conduct.
* Ensure Players, Coaches and Managers are allocated to the competition management system.
* Ensure Coaches and Managers understand Team Sheet requirements.
* Ensure teams meet kit requirements and have the required equipment to facilitate training.
* Manages team offers if required.
* Facilitates grading process.
* Facilitates Coaches and Managers Pre-season and mid-season information evening alongside other committee members.
* Organises Junior’s training schedule - preseason and winter season.
* Report junior activities to AGM / Committee meetings.
* Facilitates Junior Presentation Day.
* Strong relationship with the local association departments involved with Juniors.
* Ability to work collaboratively with committee members who have involvement with Juniors.
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| **People Management** | Liaise with managers and coaches of junior teams. |
| **Budget Management** | N/A |
| Note: Add any additional information/requirements specific to the role that needs to be brought to the reader’s attention. * This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
* The ordinary working hours for the club can include duty on weekends and evenings.
* The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.
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| **JOB HOLDER CAPABILITIES** |
| Qualifications and Experience | * Previous experience in a coordinator role in a not-for-profit, volunteer-based organisation is preferable.
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| Knowledge and Skills | * Well, informed on all club activities related to Juniors.
* Conscious of future direction and plans from committee meetings related to Juniors.
* Good understanding of Rules & Regulations in relation to Juniors at local level.
* Possess a reasonable understanding of the club's constitution, rules, and duties.
* Approachable and well organised.
* Ability to delegate and supervise.
* Clear and concise communicator.
* Passionate about providing club members with the best playing experience.
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