

**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. |
| **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. |
| 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. |