



Position Description – Miniroos & Junior Coordinators

JOB TITLE:

Miniroos Coordinator
Junior Coordinator

OBJECTIVE:

- To ensure that coordination activity between all Miniroos and junior teams and the Committee is undertaken proactively

RESPONSIBILITIES:

- Represent the miniroos and junior membership at Committee level
- Ensure that the contact list for coaches and managers are up to date and accurately provided to the General Manager
- Liaise with Miniroos and juniors coaches, players & parents to provide information
- Work with Club Director of Coaching to accredit Grassroots coaches
- Act in the role of independent party in the grievance process

RELATIONSHIPS:

- Reports directly to the Executive Committee
- Works closely with the General Manager and Director of Coaching

ACCOUNTABILITY:

- Reports to the Committee monthly on any matters that require their intervention
- The estimated time commitment required as the Miniroos and Junior Coordinator is up to 2-3 hours per week around peak periods such as the close season / registration period. Away from these times, it would decrease
- This role requires attendance at 50% of the monthly committee meetings

ESSENTIAL SKILLS:

- Willingness to engage with new people
- Approachable
- Good organisation skills
- Passionate about the club and junior football
- Understanding of the rules and regulations of the Miniroos formats



KPIs:

- None

STRUCTURE:

- Part of the Football department:

