



POSITION DESCRIPTION

JOB TITLE:

Junior Coordinator

OBJECTIVE:

To ensure the successful coordination of the teams (12's-18's) as a pathway from MiniRoos to Senior football, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the coaches and team managers.

RESPONSIBILITIES:

- Liaise with all team managers, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the secretary.
- Liaise with the team managers, coaches and the General Committee, acting as a liaison officer between the club and the team.
- Liaise with the Head of Senior Men's Football to ensure a clear plan is set & followed to ensure smooth transition from junior football to senior football, particularly for those in the older age groups.
- Liaise with the Head of Senior Women's Football to ensure a clear plan is set & followed to ensure smooth transition from junior football to senior football, particularly for those in the older age groups.
- Document any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Ensure all players pay their membership fees and other required payments on time, in liaison with the club registrar.
- Coordinate home fixtures, which includes: Ensuring correct teams are at the correct areas at the correct times. Ensuring adequate number of volunteers are filling required officials' roles. Payments to referees.



RELATIONSHIPS:

- Reports to the President and Secretary.
- Supports the coach, committee and other support staff.
- Liaise with team managers, coaches & committee.
- Liaise with the Head of Senior Men's Football
- Liaise with the Head of Senior Women's Football

ACCOUNTABILITY:

The Junior Coordinator will report to the President, Secretary and General Committee of the club.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and teams.
- Understanding of the rules and regulations of the competition.
- Understanding of the different needs of senior & junior football.
- Good problem solving