



POSITION DESCRIPTION

JOB TITLE:

MiniRoos Coordinator (Saturday)

OBJECTIVE:

To ensure the successful coordination of the MiniRoos Saturday session, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to the program leaders.

RESPONSIBILITIES:

- Liaise with all program leaders and the General Committee, acting as a liaison officer between club and participants
- Attend to administration matters as directed by the secretary.
- Document any problems that arise between participants, parents, program leaders and supporters and present these to the Secretary or General Committee.
- Ensure all participants pay their membership fees and other required payments on time, in liaison with the club registrar.
- Coordinate home fixtures, which includes: Setting up & packing away equipment. Ensuring adequate number of volunteers are filling required program leader roles. Ensuring program leaders have an understanding of program objectives and are able to execute accordingly.

RELATIONSHIPS:

- Reports to the President and Secretary.
- Supports the program leaders, committee and other support staff.
- Liaise with program leaders & committee.

ACCOUNTABILITY:

The MiniRoos Saturday 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 participants.
- Understanding of the rules and regulations of the program.