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# POSITION DESCRIPTION

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| **GENERAL COMMITTEE MEMBER** | |
| ROLE | The role of a general committee member is to provide support to the President, Secretary and other General Committee members to ensure the ensuring the club sets and meets its goals and objectives, is administered according to the Club Rules and completes all legal and compliance obligations. |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | Liaise with all relevant stakeholders including   * Committee executive * Club members * Coaches |
| GOVERNANCE | Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:   * Culture and behaviours * Goals and objectives and documented strategies and implementation plans on how they will be achieved * Ensure the health and safety of all club participants * Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures * Volunteers are trained and supported throughout the year to undertake their roles successfully * Assist the President and Secretary in their duties as required * Undertake tasks at the request of the president or General Committee. * Undertake club portfolios specified by the President or Committee members   + Social media   + Canteen manager   + Miniroos manager   + Grants coordinator |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | * Dedicated club person * Ability to provide calculated opinion in group discussions at committee meetings * Effective communicator * Be discreet and able to maintain confidentiality on relevant matters * Hold or willing to apply for a current volunteer “working with children” check |
| COMMITMENT | Attendance at   * Monthly Committee Meetings * Sub-Committee Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |

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# POSITION DESCRIPTION

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| **JUNIOR COORDINATOR** | |
| ROLE | Coordinate Football Operations for Juniors in accordance with League and Club Requirements |
| REPORTS TO | President |
| MEETINGS, COMMUNICATION AND KEY RELATIONSHIPS | Liaise with all relevant stakeholders including   * Latrobe Valley Soccer League * Committee members * Club coaches and team managers * Club Members |
| GOVERNANCE | * Attract, welcome and secure new players to the club * Form relationships with the local schools with the goal of recruiting players to TOSC and maintain a register of key relationships in junior recruitment * Advertise and promote the playing opportunities with club media and communications officer * Be the primary contact point of parents and junior players wishing to learn more about your club and its playing options * Co-ordinate any “come and try” or “meet the coach” days including coaches, participants, equipment and catering * Recruitment of junior coaches and ensure all junior coaches and team managers have a current working with children check and coaches training course. * Oversea registrations of all players (online from 2020) * Manages junior canteen roster for junior home games. * Deliver regular communication to all junior families * Manage the appointment, registration and education of junior coaches * Oversee formation of all junior teams and fixtures * Attend junior Committee meetings held by the league * Chair club Junior Coaches meetings * Manage parent/player issues in accordance with club policies and procedures * Ensure requirements of the LVSL are completed by coaches/teams within proposed timeframe * Oversee coordination of junior game duties * Promote and communicate opportunities of development that arise to Junior players * Control and coordination of junior playing strips and equipment * Initiate enquiry into player sponsorship or funding where required * Assist the Secretary in planning and facilitation of Junior Presentation Night * Assist the Secretary in the coordination of awards and trophies |
| EXPERIENCE,QUALIFICATIONS & ATTRIBUTES | * A good understanding of where the club recruits its players traditionally * Ability to form strong relationships with key stakeholders (e.g. junior clubs or schools) * Is well organised * Works well in a team environment * Is well informed of all club activities * Can communicate effectively * Enjoys working with children * Hold or willing to apply for a current volunteer “working with children” check |
| COMMITMENT | Attendance at   * Monthly Committee Meetings * Junior LVSL meetings as required * Sub-Committee Meetings (as required) |
| BENEFITS | * Making a positive contribution to the community * Sharing of your talents and skills * Helping to encourage children to adults to participate in sport and develop community ties, friendships and networks |