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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 |