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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
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| 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
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| 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
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| COMMITMENT  | Attendance at* Monthly Committee Meetings
* Junior LVSL meetings as required
* Sub-Committee Meetings (as required)
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| 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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