



## Club Roles & Responsibilities

### Junior Football Coordinator

#### DESCRIPTION OF ROLE

To work with the Committee and Coaching Coordinator to develop and implement a junior football program at the club, with the aim of providing quality experiences and processes for players and families over quantity. The role also extends to support of the leadership group of each team to ensure:

- They are supplied with the equipment and resources needed
- They are supported to execute trainings and game day each week

Will work closely with the Coaching Coordinator, Property Steward, Uniform Officer and Club Registrar and report to the President and executive committee.

#### ROLE TASKS:

Specific tasks that the Junior Football Co-coordinator will discharge are as follows:

- ✚ Create and implement player recruitment strategies
- ✚ Advertise and promote the playing opportunities at the club
- ✚ Be the primary contact point of parents and junior players wishing to learn more about your club and its playing options
- ✚ Coordinate grading sessions for relevant age groups if required.
- ✚ Work with the Coaching Coordinator to appoint coaches to teams throughout the club
- ✚ Liaise with property steward to ensure equipment, uniforms and team kits are correctly supplied to each team
- ✚ Communicate relevant AFL Barwon communications (i.e. fixture info) to Team managers for circulation to player and parents
- ✚ Effectively engage and manage volunteers in their roles by being a positive leader at the Club.
- ✚ Liaise with the Communications Coordinator and Club Registrar to execute recruitment strategies and promote playing opportunities

The estimated time commitment required as the coaching coordinator is 4 hours per week. This will be increased at the beginning of the season