



**Job title:** Game Leader Coordinator

**Hours:** 4-5 hours per week

**Location:** From home and Saturday mornings at Nesbitt

**Works closely with:** Set up coordinators and volunteer spreadsheet coordinator

**Purpose of the position:** organise recruitment, training, rostering, payments and coordination of the Miniroos game leaders.

**Key responsibilities & duties**

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
Recruit game leaders at the beginning of the season	10%	Find out which game leaders from previous season would like to do it again. Get parent contact lists for U12 teams and send out email seeking expressions of interest. If short of numbers also seek interest from U13 teams.	Spreadsheet skills are a bonus
Game leader training	5%	Basic information session and practical guidance provided to game leaders	Working with children certificate
Rostering of game leaders	40%	Roster in games for the game leaders. Need to avoid clashes with their own games on the same day.	Spreadsheet skills will save time
Coordination of game leaders on game day	50%	Help game leaders with some pre-game coaching and encouragement, organise replacement game leaders when people ring in sick or can't turn up.	Working with children certificate

