



Job title: Mixed Competition Teams Coordinator

Hours: 1 hour per week during season.
2-4 hours per week in peak pre-season of grading, team formation and registrations

Location: From home generally

Works closely with: President, Secretary, Grading Coordinator,
Female Football Coordinator

Purpose of the position

To manage the needs of U12 to U18 mixed competition teams within KSFC, to support and promote their interests, and manage the administrative requirements of these teams for the club.

Key responsibilities & duties

- To organise the formation of KSFC teams in the U12 to U18 Mixed Interdistrict Competition
- To promote the interests of these teams and the interests of KSFC in the Interdistrict Competitions
- Knowledge of and application of relevant club policies, association rules and regulations.
- To assist the Grading Coordinator in the task of grading players and teams
- To assist the Registrar in meeting all the requirements of the football associations for these teams to participate in competition
- To support the coaches, managers, players and parents of these teams with any needs, concerns or disputes throughout the season
- To assist presentations by coordinating the team and club awards, player medallions, and presentations to these teams.

Duties of the role	Time spent	Competencies sought	Must have or optional (can be trained)
<p>Administrative:</p> <p>Record keeping, developing player lists from registrations, coordinating for grading</p> <p>Maintaining records of teams, coaches and managers, and for presentations</p> <p>Assisting the Registrar to ensure correct player registrations and team formation in PlayFootball</p>	70%	<p>Administrative diligence, attention to detail</p> <p>Ability to learn and use software including spreadsheets (basic) and the registration application Playfootball</p> <p>Knowledge of KSFC policies, association rules and policies particularly relating to competitions</p>	<p>Must have</p> <p>Optional - will be given training</p> <p>Optional – can be learned</p>
<p>Communication with players, parents, coaches and managers.</p> <p>Communication with committee, reporting activities and concerns</p>	25%	<p>Communication skills including conflict resolution and friendly manner</p> <p>Attendance at committee meetings</p>	Must have
Assistance with game day activities	5%	Occasional assistance may be needed eg. to help teams with resolving difficulties, assisting with communications. Competencies as above	Must have