

Kotara South Football Club
Position Description –MiniRoos Football Coordinator

JOB TITLE:

MiniRoos Football Coordinator

OBJECTIVE:

The Miniroos Football Coordinator is primarily responsible for the organisation and management of our U5 to U11 MiniRoos teams.

RESPONSIBILITIES:

- Act as The Point of Contact for all parents, Coaches and Managers of Miniroos players.
- Ensure, in conjunction with the Registrar and Girls Coordinator that all players are registered in accordance with the registration procedures and within the correct timelines.
- Assist formulating teams after registrations are finalised and create teams in Sports TG (Gameday)
- Coordinate Miniroos Organisation Day including assisting teams nomination of Coaches and Managers
- Ensure all Miniroos Coaches and Managers are registered on Playfootball with WWC Checks.
- Encourage MiniRoos Football Coaches to complete a Grassroots Coaching Course
- Ensure fields are safe and fit to play on in consultation with the Grounds Coordinator.
- Ensuring all equipment is accessible to people setting up fields in consultation with the Set Up Coordinator(s).
- Liaise with the Miniroos Game Leader Coordinator ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on.
- Liaise with Club Secretary to assist in notifying all players, club officials and parents of any changes to fixtures including date, time and venue.
- Ensure all Miniroos Coaches, Managers, Duty officers and Volunteers fulfill their tasks on game day.
- Promote MiniRoos to the local community, preschools and primary schools.

RELATIONSHIPS:

- Reports to the President and General Committee.
- Liaise with MiniRoos coaches, managers, players & parents to provide information.
- Work with Club Registrar and Girls Coordinator.
- Work with Club Coach Coordinator to accredit Grassroots coaches.
- Work with governing bodies MiniRoos Development Officer.



NATIONAL CLUB DEVELOPMENT PROGRAM



ACCOUNTABILITY:

- It is the responsibility to ensure smooth running of MiniRoos matches.
- Should report to the General Committee to ensure all members are informed of MiniRoos progress etc.

The estimated time commitment required as the MiniRoos Coordinator is up to 3-5 hours per week around peak periods of in season and during registration. Away from these times, it would decrease.

ESSENTIAL SKILLS:

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and junior football.
- Understanding of the rules and regulations of the MiniRoos formats.