



# Dunoon United Football Club

## Position Description

### Junior Coordinator

#### Objective

The junior coordinator is primarily responsible for providing the coordination of junior competitive teams by providing information and resources to individual coaches and managers of teams in the 12s – 16s junior competitions.

#### Responsibilities

- Assist in the process of player allocation to junior competitive teams at the beginning of the season.
- Act as the club officer and point of contact for all parents, coaches and managers of junior competitive grade players.
- Liaise with relevant junior coaches to organise players to play across or in a higher-grade team (if required during the season).
- Provide support for the coordination of volunteer activities.
- Provide correct training equipment to each coach/manager for their age group.
- Regularly seek feedback from parents/coaches/managers of junior competitive teams and assist where possible or refer to the relevant club member (e.g.: President, Registrar, Coaching Coordinator).

#### Relationships

- Coaches, managers and parents of junior competitive grade players.
- Registrar.
- Coaching Coordinator.

#### Accountability

- The Junior Coordinator is accountable to the Registrar, President and General Committee.

#### Essential Skills

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.
- Communication skills

#### Desirable Skills

- Planning skills.
- Problem solving skills.
- Negotiation skills.
- Mediation skills.



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### **Time Commitment**

The estimated time commitment required as the Junior Coordinator is up to 1 hour per week during the season. This may be increased at the beginning of the season.