



Dunoon United Football Club

Position Description

Senior Coordinator

Objective

The Senior Coordinator is primarily responsible for providing the coordination of senior competitive teams by providing information and resources to individual coaches, managers and players/parents of players (if under 18) of senior competitive teams.

Responsibilities

- Assist in the process of player allocation to senior competitive teams at the beginning of the season.
- Act as the club officer and point of contact for all players, parents of players under 18, coaches and managers of senior competitive grade teams.
- Liaise with relevant senior coaches to organise players to play 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.
- Regularly seek feedback from players/parents/coaches/managers of senior competitive teams and assist where possible or refer to the relevant club member (e.g.: President, Registrar, Coaching Coordinator).

Relationships

- Coaches, managers, players and parents of under 18 players in the senior competitive grade teams.
- Registrar.
- Coaching Coordinator.

Accountability

- The Senior 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.



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- Mediation skills.

Time Commitment

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