New Lambton Football Club Juniors
Position Description – ALDI MiniRoos Football Coordinator

JOB TITLE:

ALDI MiniRoos Football Coordinator

OBJECTIVE:

The organisation and management of ALDI MiniRoos on match day.

RESPONSIBILITIES:

- Assist formulating teams after registrations are finalised.
- Assist with organising coaches for ALDI MiniRoos teams.
- Encourage ALDI MiniRoos Football Coaches to complete a Grassroots Coaching Course.
- Ensuring fields are safe and fit to play on.
- Ensuring all equipment is accessible to people setting up fields.
- Ensuring that all game leaders are identifiable, have a whistle and are aware of the field they will be on.
- Organising ALDI MiniRoos Games teams and ensuring coaches and managers are aware of which field their teams are playing on.
- Timing the matches and making sure all matches start and finish at the same time.
- Arrange the packing up of all equipment after the matches are completed.

RELATIONSHIPS:

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

ACCOUNTABILITY:

- It is the responsibility of the ALDI MiniRoos Football Coordinator to ensure smooth running of ALDI MiniRoos matches.
- Should report to the General Committee to ensure all members are informed of ALDI MiniRoos progress etc.
- The estimated time commitment required as the ALDI MiniRoos Coordinator is up to 3 - 5 hours per week around peak periods of in season. Away from these times, it would decrease.

NEW LAMBTON
FOOTBALL CLUB

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 ALDI MiniRoos formats.
- Dedicated club person.
- Be approachable.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Financial skills / knowledge.
- Empathy.
- Listening skills.