New Lambton Football Club Juniors
Position Description – Girls and Womens Coordinator

JOB TITLE:

Girls and Womens Coordinator

OBJECTIVE:

The primary purpose of the position is to implement and support high quality, sustainable programs which aim to optimise the participation and enjoyment of female players, coaches, match officials and volunteers.

Specifically, this role will coordinate and implement programs and services within NLFC Juniors, with a particular focus on supporting, retaining and enhancing the football experience of female participants.

RESPONSIBILITIES:

- To support with the delivery of an effective female football programme, promoting female player and coach progression.
- Develop a positive inclusive club culture and promote inclusive practices within the club.
- Monitor and mentor new and inexperienced female members.
- Recruit and encourage females to take up playing, coaching, refereeing, and volunteering
- Present parents with relevant information about female participation opportunities and experiences at the start of the season and communicate at regular intervals.
- Liaise with Club administrators and Member Zones and Member Federations.
- Attend Female Football Club Ambassador meetings.
- Conduct surveys to establish and monitor levels of female participation satisfaction.
- Oversee the establishment of MiniRoos for Girls teams.
- Oversee the establishment of MiniRoos Kick-Off for Girls Program.
- Oversee the establishment of Kick-On for Women Program.
- Oversee the establishment of Female Football Week club activities.
- Coordinating Cooks Hill trials for all NLFC Juniors girls teams and assisting in other trials as required.
- Assisting in any administrative tasks required by the NLFCJ Committee for girls teams including complaint resolution (as deemed appropriate and necessary).
- Coordination of education, training and development for girls coaches and assisting coaches throughout the year with enquiries.
- Communicate to the relevant teams the scheduling for and any changes to girls and womens games.
- Assist in coordination and running of presentation day and award presentation for girls teams.
- To ensure all coaches are aware of all session details and complete all necessary paperwork.
- To provide a clear and progressive pathway to all players within the programme.

- To be approachable to players and parents.
- To build relationships with all players within the programme.
- Attend meetings / workshops in relation to the role of the Girls and Womens Coordinator.

RELATIONSHIPS:

- Reports to the Operations Manager and General Committee.
- Liaises with all NLFCJ female team managers, coaches and players as well as parents and club staff.
- Work with Small Sided Football managers and coaches to provide information for parents of female players / teams and development opportunities for players.
- Work with female NLFCJ Senior / Junior female teams managers and coaches to coordinate grading, information and / or development sessions as required.

ACCOUNTABILITY:

- It is the responsibility of the Girls and Womens Coordinator to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Reports to the General Committee to ensure all members are aware of any upcoming coaching courses available, etc.
- The estimated time commitment required as the Girls and Womens Coordinator is up to 4 - 6 hours per week.

ESSENTIAL SKILLS:

- Desirable: Some coaching experience at Junior level.
- Well-known and respected within the club.
- Attendance at Club Coordinator workshop.
- Basic understanding of the Football National Curriculum.
- Sound organisational and scheduling skills.
- Good communication skills – both verbal and written.
- Well-developed interpersonal skills, including empathy and caring qualities.
- An ability to think on their feet, be proactive.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Rostering skills.