

## ONslow JUNIOR FOOTBALL CLUB GRADE COORDINATOR JOB DESCRIPTION



The Grade Coordinator is responsible for the creation and support of the teams in their grade(s). The grade coordinator will work closely with the managers and coaches to ensure the team has all the support required to run the team effectively. The grade coordinator will also from time to time assist parents. Grade coordinators cover grades from First Kicks through to Grade 14. Their responsibilities differ somewhat with the needs of the grade.

### **Duties:**

- To allocate, from registrations received, players to appropriate teams having regards to club policies, player preferences and friendship groups etc (when feasible)
- To facilitate the selection of coaches and managers for each team
- To maintain a regular dialogue with managers, coaches and parents and to promote a grade culture that is in line with the Onslow Way
- To ensure the Grade is aware of important dates, programmes and events
- To ensure all coaches have completed the Police Vetting process
- In grades with streamed teams (Grade 9 onwards), help coordinate trials and team selection, in accordance with policy
- To bring relevant issues and concerns of the Grade to the committees' attention
- To actively encourage player participation in appropriate tournaments (both internal and external) and club programmes and events (i.e. School Holiday, OJFC Development and Term Programmes)
- To actively encourage participation by team coaches and referees in appropriate courses and programmes run by or endorsed by OJFC.
- To coordinate team prize winners at the end of the season and hand out player certificates at prize giving.
- To allocate gear received from the club gear co-ordinator and to coordinate the return of the gear at the end of the season
- To ensure all game day results are received from teams and input into Capital Football's database before their deadline

- To regularly attend committee meetings

**Attributes required:**

The Grade Coordinator should have good communication and people skills and preferably be familiar with the club culture and the way Onslow teams are organised. Strong organisational and administration skills are also essential to help keep the teams running efficiently.

**Estimated Time Commitment Required:**

Registrations/Team organisation – 4-6 hrs per week for late February and March

Committee meetings once a month – 2hrs (preparation plus meeting)

In season weekly admin – varies but up to 2 hrs (entering scores = 15 mins, tournaments, team organisation) April to September