



Volunteer Job Description

Position Title:

Grade Coordinator

Main Purpose of Role:

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 15.

Duties Include:

Grade Coordinators duties will differ somewhat with the needs of their grade.

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 (U11 Mixed grade onwards), help coordinate player ID sessions 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

For Fun Football Grades (First Kicks, U8 and U9 Mixed), prepare and communicate weekly sessions and draws. Pitch set up and pack down as required.



With assistance from the Club Captain, prepare for Player ID sessions (for stream teams and major tournament teams)

Attributes Required:

Great communication and people skills. Alignment with the Onslow Way and be familiar with how teams are organised and run. Strong organisational and administrative skills are essential to keep the grade and teams running efficiently

Time Commitment:

4-6 hours per week Mar, April
2-3 hours per week in season

Committee Role (Y/N):

Yes (Operational Committee)

Delegated Financial Authority:

No

Length of appointment:

reviewed 12 monthly at AGM

Date of last review:

13/02/2026

Document version:

draft