



# Balgownie Junior Football Club

## Job description for: MINIROOS AGE GROUP CO-ORDINATOR

### OVERVIEW:

To ensure the smooth running of all games within that age group. To provide effective communication lines between the teams and the Committee.

### RESPONSIBILITIES:

- Assist Registrar with team allocations and player placements
- Notify all teams of any changes to the draw.
- Communicate any Committee decisions to the players, parents, supporters and coaches.
- Assist with teams facing shortages or other difficulties
- Help organise Gala Days
- Assist in the identification of talented players for inclusion in any talent ID squads run by the club or FSC

### RELATIONSHIPS:

- Reports to the President, Secretary and Committee.
- Liaises with the coaches and team managers.

### ACCOUNTABILITY:

The MiniRoos Age Group Co-ordinator will report to the President, Secretary, General Committee of the club and Registrar(s).

### COMMITMENT LEVEL:

The estimated time commitment required as the MiniRoos Age Group Co-ordinator is up to 2 hours per week with an increase in hours at the beginning and end of the season.

### ESSENTIAL SKILLS:

- Have completed an MiniRoos coaching course (or higher)
- Good organisation skills.
- Good record-keeping skills.
- Be impartial and fair-minded
- Able to prioritise tasks.