**<insert club name>**

**Position Description –MiniRoos Football Coordinator**

**JOB TITLE:**

MiniRoos Football Coordinator

**OBJECTIVE:**

The organisation and management of MiniRoos on match day.

**RESPONSIBILITIES:**

* Assist formulating teams after registrations are finalised
* Assist with organising coaches for MiniRoos teams
* Encourage 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 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 & parents to provide information.
* Work with Club Coach Coordinator to accredit Grassroots coaches.
* Work with governing bodies MiniRoos Development Officer.

**ACCOUNTABILITY:**

* It is the responsibility to ensure smooth running of MiniRoos matches.
* Should report to the General Committee to ensure all members are informed of MiniRoos progress etc.

The estimated time commitment required as the MiniRoos Coordinator is up to 3-5 hours per week around peak periods of in season. Away from these times, it would decrease.

**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 MiniRoos formats.