



# JUNIOR FOOTBALL COORDINATOR

**REPORTS TO** Committee

INSERT  
YOUR  
CLUB LOGO

## PURPOSE OF THE ROLE

The Junior Football Coordinator is a key role within our local football club, responsible for coordinating and overseeing all aspects of the junior football program. This position plays a vital role in ensuring the smooth operation and development of our junior teams, providing a positive and enjoyable experience for young players and their families.

## QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Strong passion for football and experience working with junior players
- Excellent organizational and communication skills, with the ability to work collaboratively with coaches, parents, and club officials
- Leadership abilities to inspire and motivate coaches, volunteers, and junior players
- Proficiency in computer applications for record-keeping and communication purposes

## DUTIES AND RESPONSIBILITIES

- Develop, implement, and manage the club's junior football program in line with club objectives and values
- Coordinate player registrations, and scheduling of training sessions in line with other club teams
- Collaborate with coaches, team managers, and parents to ensure effective communication and organization of all junior teams
- Foster a supportive and inclusive environment that promotes player development, teamwork, and fair play.
- Recruit, train, and support coaches and volunteers for the junior teams, ensuring they are aligned with the club's coaching philosophy and carrying out their role to support the team
- Provide guidance and mentorship to coaches and player development plans as required
- Collaborate with coaches to create and implement age-appropriate training programs that focus on skill development, tactical understanding, and overall player growth
- Facilitate pathways for talented junior players, including talent identification, trials, and opportunities to progress to higher-level teams or representative programs.
- Maintain accurate records of player registrations, team lists, and player statistics
- Communicate important information, such as training schedules, match fixtures, and club policies, to coaches, parents, and players in a timely manner
- Liaise with relevant stakeholders, including league officials, other club coordinators, and external organizations, to ensure compliance with regulations and participation in events or competitions.

**TIME COMMITMENT** 2 - 6 hours per week or as requested



**CLUBHELP**