



Coaching Coordinator – Juniors

Volunteer Committee Position Description

Reports To

Technical Director of Football

Works Closely With

Technical Director of Football, Junior coaches and team managers, Assistant Registrar – Juniors, Referee Appointment Manager

PURPOSE OF THE ROLE

Support and coordinate our junior coaches and team managers across all competitive junior age groups. You'll make sure our junior players are getting great coaching, our volunteers feel supported, and everything runs smoothly across the junior competition.

KEY RESPONSIBILITIES

- Ensure coaches, players, and managers understand their responsibilities to the club, communicated through the club's Codes of Conduct
- Be the first point of contact for questions or disputes within the junior competition
- Recruit, onboard, and support coaches and team managers across all junior age groups
- Advise coaches and team managers of the WWCC requirement through PlayFootball — compliance tracked by the MPO
- Ensure players, coaches, and managers understand registration requirements and are correctly allocated in the competition management system
- Ensure coaches and managers understand team sheet requirements and meet them each match day
- Facilitate the grading process for junior teams each season
- Facilitate the pre-season and mid-season coaches and managers information evening
- Receive and communicate ground and training allocations from the Technical Director of Football to junior teams
- Ensure teams have correct kits and coaches and managers have the gear required for training and match day
- Good understanding of rules and regulations in relation to juniors at local level
- Maintain a register of all junior coaches and managers including contact details and qualifications
- Help resolve issues between coaches, managers, players, or parents within the junior competition
- Report junior activities to the Technical Director of Football and at AGM/committee meetings
- Facilitate Junior Presentation Day in conjunction with the Fundraising & Events Coordinator

TIME COMMITMENT

 4–6 hours/month (higher in pre-season)

People Management

Yes — liaises with managers and coaches of junior teams

Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Hold or are willing to obtain Foundations of Football Certification
- Previous experience in a coordinator role in a not-for-profit or volunteer-based organisation is preferable
- Well informed on all club activities in relation to juniors
- Good understanding of rules and regulations for junior competitions at local level
- Approachable, well organised, and able to delegate and supervise

- Passionate about providing club members with the best playing experience

Essential Requirements

This role requires a current Working With Children Check (WWCC) — or willingness to obtain one prior to commencing the role. The ordinary hours of this volunteer role can include weekends and evenings.

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End-of-Year Handover

At the end of each season, the outgoing role-holder is responsible for: (1) reviewing and updating this position description to ensure it reflects how the role has evolved; (2) submitting the updated PD to the Secretary prior to the AGM; (3) participating in handover with their successor — sharing key contacts, documents, passwords, and institutional knowledge to ensure continuity for the club.

You'd be great for this if...

You understand that junior football is about development first, results second. You're energetic, approachable, and passionate about giving kids the kind of coaching experience that keeps them coming back season after season.