



Coaching Coordinator – MiniRoos

Volunteer Committee Position Description



Reports To

Technical Director of Football



Works Closely With

Technical Director of Football, MiniRoos coaches and team managers, Assistant Registrar – MiniRoos

PURPOSE OF THE ROLE

Lead the coordination of our MiniRoos program — the entry point into football for our youngest players. Your focus is making sure every MiniRoos session is fun, safe, welcoming, and age-appropriate, and that our volunteer coaches feel fully equipped and supported.

KEY RESPONSIBILITIES

- Ensure all MiniRoos information relating to the season ahead is communicated to participants and parents
- Ensure coaches, players, and managers understand their responsibilities, communicated through the club's Codes of Conduct
- Be the first point of contact for questions or disputes within the MiniRoos program
- Recruit, onboard, and support volunteer coaches and team managers across all MiniRoos 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 players have correct kits and coaches and managers have the gear required for training and match day
- Ensure the MiniRoos program aligns with Football Australia's MiniRoos format and philosophy
- Ensure Game Leaders understand their roles, can be identified on match days, and are aware of the rules and their responsibilities
- Ensure the match day experience is facilitated to a high standard
- Create a welcoming, inclusive environment for first-time players and their families
- Help resolve any issues within the MiniRoos program calmly and constructively
- Report MiniRoos matters to the Technical Director of Football and at AGM/committee meetings
- Facilitate MiniRoos 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 MiniRoos teams



Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Completed or willing to complete Grassroots coaching course.
- Previous experience in a coordinator role in a not-for-profit or volunteer-based organisation is preferable
- Enthusiastic and well organised
- Well informed on all club activities in relation to MiniRoos
- Good understanding of rules and regulations for MiniRoos age groups
- Knowledge of the Football Australia MiniRoos format is an advantage

- Effective communication skills to support parents, coaches, managers, and the committee

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.

 17

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 light up around little kids kicking a ball for the first time. You know MiniRoos isn't about winning — it's about making sure every child finishes the season wanting to come back. If you can make a 5-year-old feel like a superstar, this role was made for you.