



Coaching Coordinator – Seniors

Volunteer Committee Position Description



Reports To

Technical Director of Football



Works Closely With

Technical Director of Football, Senior coaches and team managers, Assistant Registrar – Seniors, Referee Appointment Manager

PURPOSE OF THE ROLE

Support and coordinate our senior coaches and team managers to deliver a quality football experience for adult players. You'll be the go-to person for everything happening in the senior competition — from training logistics to match day support.

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 senior competition
- Recruit, onboard, and support coaches and team managers across all senior teams
- Advise coaches and team managers of the WWCC requirement through PlayFootball — compliance tracked by the MPO
- Provide recommendations for what divisions senior teams should be nominated into each season
- Facilitate the pre-season and mid-season coaches and managers information evening
- 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
- Receive and communicate ground and training allocations from the Technical Director of Football to senior teams
- Ensure teams have uniforms and managers have kits and gear required for training and match day
- Have a sound understanding of relevant by-laws, rules, and regulations for senior competitions
- Maintain a register of all senior coaches and managers including contact details and qualifications
- Help resolve issues between coaches, managers, players, or parents within the senior competition
- Report senior activities to the Technical Director of Football and at AGM/committee meetings
- Facilitate the Senior Presentation Night in conjunction with the Fundraising & Events Coordinator

TIME COMMITMENT



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



People Management

Yes — responsible for senior team managers



Budget Management

Supporting role — may assist with payment plans

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Previous experience in a leadership or coordinator role in a not-for-profit or volunteer-based organisation is preferable
- Well informed on all club activities related to seniors
- Good understanding of league requirements at local level
- Approachable, well organised, and able to delegate and supervise
- Clear and concise communicator

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.



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've been around senior football long enough to know what coaches need and what players expect. You're approachable, practical, and take pride in making sure the senior program runs smoothly week to week.