



Assistant Registrar – MiniRoos

Volunteer Committee Position Description



Reports To

Lead Registrar



Works Closely With

Lead Registrar, Coaching Coordinator –
MiniRoos, Treasurer

PURPOSE OF THE ROLE

Manage registrations for all MiniRoos participants — often a family's very first interaction with our club. You'll help make that experience smooth, warm, and straightforward.

KEY RESPONSIBILITIES

- Process all MiniRoos player and coach registrations through PlayFootball
- Respond to registration enquiries from MiniRoos families — often first-time football families
- Ensure MiniRoos participants have completed all required documentation
- Coordinate with the Coaching Coordinator – MiniRoos to confirm team lists and group allocations
- Attend to late registrations and in-season changes for MiniRoos teams
- Provide a welcoming, patient experience for families new to football registration
- Report any issues or escalations to the Lead Registrar
- Maintain accurate records of all MiniRoos registrations

TIME COMMITMENT

6–10 hours/month during registration season; 1–2 hours/month during season



People Management

N/A



Budget Management

N/A

SKILLS & EXPERIENCE (HELPFUL, NOT REQUIRED)

- Comfortable with PlayFootball or similar online systems
- Hold or willing to obtain a current volunteer Working With Children Check (WWCC) — essential
- Warm, patient, and friendly — many MiniRoos families are brand new to the club
- Organised and reliable



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 remember what it felt like to sign your child up for football for the first time — and you want to make sure every family that comes to us has the best possible experience from day one.