



## Northbridge FC

### Position Description – Age Co-ordinator

#### JOB TITLE:

Age Co-ordinator - the estimated time commitment required as an Age Co-ordinator is up to 5 hours per week between the months of March and August.

#### OBJECTIVE:

To ensure the successful management of the teams and welfare of the players in their care within an age group, whilst making sure that all off field matters are dealt with efficiently and timely. Provide support to Team Managers, Team Coaches and any support staff.

#### RESPONSIBILITIES:

- Liaise with all Team Managers within the Age Group, coaches and officials to ensure all are informed of training, competition and club functions.
- Attend to administration matters as directed by the Secretary and Administration Support Staff.
- Act as a liaison officer between the club and the teams within your Age Group.
- Support and assist Team Manager with any problems that arise between team members, parents, coaches and supporters and present these to the Secretary or General Committee.
- Coordinate return of equipment to appropriate storage area after training and matches.
- Ensure Teams Managers are made aware of procedures for submission of team sheets and match cards as required by NSFA protocol.
- Assist Team Managers in ensuring all players register via MyFootballClub.
- Assist Administration Staff in ensuring all Team Managers and coaches have register via MyFootballClub as a volunteer.
- Assist Administration Staff in ensuring all Team Managers and coaches have completed WWC requirements.

#### RELATIONSHIPS:

- Liaises with the Administration Staff, Secretary and relevant Committee Members.
- Supports the coach, committee and other support staff.
- Liaise with Team Managers.

#### ACCOUNTABILITY:

The Age Coordinator may report to the Secretary or General Committee of the club.

#### ESSENTIAL SKILLS:

- Good organisation skills.
- Passionate about the Club and team.
- Great communicator.
- Able to prioritise tasks.
- Understanding of the rules and regulations of the competition.