



## **Position Description: Age group coordinator**

The age group coordinator is responsible for the overall experience within each group, and is custodian for the age group adhering to club values and approach.

### **Summary**

Each age group requires an age group coordinator role from U6 through to U17/U18 footy.

This is a key off field club role that (i) provides the two-way communication link into/from the committee (ii) that owns the overall experience provided to the families ensuring adherence with our club values and approach.

The role requires careful balance:

- Ownership of overall experience across age group but as coordinator getting help from others on particular tasks and roles
- Adhering to club values and approach but having an age group empowered to take ownership of outcomes.

### **Key outcomes**

1. The age group delivers a positive experience for families is well organised and cohesive, and aligned to our clubs values and approach
2. There is a strong all age group culture and bonding– all players and families are important and equal irrespective of teams, divisions etc.
3. Right number of players in each age group
4. High level of volunteer support within the age group – sharing the load
5. Strong retention of players and families 85%\_

### **Specifically we don't want...**

1. The age group coordinator doing everything. A key element of their role is engaging and managing participation within the age group.
2. Players/families locked together within an age group from Auskick to U17.
3. Priority placed on some teams or divisions over others.

### **Scope:**

A significant portion of this roles success will come from early planning and coordination

- Development – Expanding volunteer roles in age groups to match needs and participation within the age group

- Recruitment – coordinate recruitment efforts for the age group so that they have the right numbers of players and backups. Requires coordination and tracking with registrars of clubs.
- Recruitment – Recruit and retain parents for coaches (with Director of Coaching), managers and other roles required to ensure smooth delivery of experience.
- Engagement – making new families feel welcome and ensuring appropriate level of parent interaction/events during the season, and ideally interaction each game day.
- Management – ensuring age group has gear, resources, information, support it needs from the club in order to achieve outcome.
- Management – maintaining contact lists for players and families, tracking games played for eligibility and milestones, tracking monies owed, tracking jumpers loaned (with Team Managers)
- Management – availability across age group each week, liaison with coaches for selected teams each week, and then communication of teams each week.
- Communication – to / from committee on all things appropriate to age group e.g. rep footy, key club dates/events etc.
- Communication – across age group to parents each week or as required during season
- Celebration – coordination or delegation for cross age group social functions e.g. pizza night, parent nights, functions for families e.g. trip to Swans

## **Key stakeholders**

- Director of Coaching – developing plans for each age group and level of interclub competitions.
- Committee & President – key link back to club for communication out of committee as well as communication or questions into the committee.
- Director of Volunteers – providing updates on roles and contacts within the age group.

## **Key timing**

- Xmas – key roles agreed for season ahead
- Xmas – communication out to parents and understanding who/numbers returning and proposed training times.
- Jan-March – preparation for season where most of heavy lifting done
- Feb/March – welcome style function for age group
- Sept – season wrap style function within age group