Baldivis Soccer Club

Junior Development Coordinator

PRIMARY ROLE

To ensure the successful coordination of the Junior Development teams while dealing with all off field matters in an efficient and timely manner. Provide support to the coaches and team managers as required.

KEY RESPONSIBILITIES

- Implement and monitor compliance to key policy and procedure requirements (e.g. player age groups).
- Liaise with the team managers, coaches and the Committee acting as the liaison officer between the Club and the teams.
- Assist in the registration process and ensure that all registrations are processed and completed within the required timeframe
- Ensure all coaches have a WWC Check and/or Police clearance (where applicable).
- Maintain accurate records of accreditation status and assist in coach's re-accreditation needs.
- Support coaching personnel in any matters of grievance, conflict or dispute resolution
- Recommend new equipment where required.
- Ensure that Coaches know how to post results via Gameday.
- Ensure that coaches players and parents adhere to the Club's Codes of Conduct.
- Coordinate home fixtures including liaison with Football West re schedule changes: ensuring correct teams are in the correct areas at the correct time

ESSENTIAL SKILLS

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Good organisational skills
- Effective communicator
- Ability to prioritize tasks
- Passionate about the club and junior soccer
- Have a background of coaching at a youth level

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KEY RELATIONSHIPS

- Reports to the Vice President and Club Committee
- Liaises with Junior Coaches **[U8 – U12],** players and parents to provide information.

ACCOUNTABILITY

- Responsible for ensuring the smooth running of the Junior Development Program.
- Reports to the VP and Committee to ensure all members are informed of the Junior Development progress.

The estimated time commitment required is around 5 hours per week during peak periods in the season. Away from these times it would decrease