**Position Description**

**All Abilities Coordinator**

This position description has been provided as a general position description only. Please edit this position description to ensure it reflects the needs of your Club and is consistent with any requirements set out in your Club’s rules.

Please delete this message prior to releasing the Position Description.

**Overview**

The All Abilities Coordinator is responsible for the organisation and management of All Abilities training and game day experiences for people living with a disability, to ensure all participants have fun, develop new skills in an inclusive environment and are part of the Club family.

**Key Responsibilities**

1. Act as the main Point of Contact for all parents and players of the All Abilities team.
2. Promote All Abilities football within their Club and the broader community.
3. Ensure all players are properly registered with the Club.
4. They can be the coach of the program or work with a coach to make sure each training has a session plan.
5. Coordinate with FV to gain support for their program (i.e. Set up, promotion, join the All Abilities League etc.)
6. Engage parents and players to be part of the Club and attend Club activities.
7. Engage other Club members and players to support and participate in the program.
8. Ensure the Club committee is on board with the program and have the necessary financial support in place.
9. Arrange with the coach and Club on having equipment ready to go and packed up after the training sessions.

**End of year hand over**

**Updating key documents**

It is recommended to have a yearly summary of the program ready to be presented at any Annual General Meetings or Club committee meetings so that the Club can be informed on what has been achieved through the program.

**Induction of the incoming All Abilities Coordinator**

An important responsibility of the Club is the ensure that the All Abilities Coordinator understands all the Club’s processes and can assist in making this program part of the Club’s offerings to the community.

**Essential Skills and requirements**

* Hold or willing to apply for a current volunteer “working with children” check.
* Understanding of the needs of people with disabilities or willing to learn to understand the needs of people with disabilities.
* Good organisation skills.
* Great communicator with effective mediation and negotiation skills.
* Holds and acts accordingly to the Club’s inclusion values.
* Positive attitude and enthusiastic demeanor whilst also patient and understanding of players’ needs.
* Desirable but not essential: MiniRoos Grassroots Coaching Certificate or Community Coaching Certificate.

The estimated time commitment required as the MiniRoos Coordinator is 2-4 hours per week.

**Disclaimer**

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