**Position Description**

**MiniRoos 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 MiniRoos Coordinator is responsible for the organisation and management of MiniRoos training and game day experiences, to ensure all participants have fun, make new friends and develop new skills in an inclusive environment.

**Key Responsibilities**

1. Act as the main Point of Contact for all parents and Game Leaders for MiniRoos players.
2. Promote MiniRoos football within local schools and the broader community.
3. Assist formulating teams after registrations are finalised, ensuring that the number of players assigned to each team does not exceed the maximum allowable number for that specific age group.
4. Assist with organising coaches and team managers for MiniRoos teams.
5. Encourage and organise MiniRoos Game Leaders to complete a Grassroots Coaching Course before/during the season
6. Ensure fields are safe and fit to play on, and align with relevant rules and regulations.
7. Ensure all equipment is accessible to people setting up fields
8. Ensure that all Game Leaders are identifiable, have the required equipment, and are aware of the field they will be on
9. Ensure that Game Leaders, assisting parents, etc, hold WWCC, and are registered through Play Football, and provide assistance where necessary
10. Ensure smooth running of MiniRoos matches
11. Engage with Football Victoria JPO where possible to seek strategies on increasing participation, retention, and quality delivery
12. Organising MiniRoos games, and ensuring coaches and managers are aware of which field their teams are playing on
13. Timing the matches, and making sure all matches start and finish at the same time
14. Arrange the packing up of all equipment after the matches are completed

**End of year hand over**

**Updating key documents**

Prior to the conclusion of the year, it is highly recommended that MiniRoos Coordinator’s review their performance to ensure the standard and content of delivery reflects the requirements of the role.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

**Induction of the incoming MiniRoos Coordinator**

An important responsibility of the outgoing MiniRoos Coordinator is to train, mentor and support the incoming MiniRoos Coordinator.

**Essential Skills and requirements**

* Hold or willing to apply for a current volunteer “working with children” check
* Desirable: MiniRoos Grassroots Coaching Certificate
* Good organisation skills.
* Great communicator with effective mediation and negotiation skills
* Able to prioritise and delegate tasks.
* Positive attitude and enthusiastic demeanor.
* Passionate about the Club and junior football.
* Understanding of the rules and regulations of the MiniRoos formats.

The estimated time commitment required as the MiniRoos Coordinator is 2-6 hours per week.

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