



Sacred Heart Pymble Football Club

Position Description

TITLE:

Age Coordinator

OBJECTIVE:

To provide overarching management and support to age groups

RESPONSIBILITIES / TASKS:

Communicate with players/parents at start of season regarding registration, player numbers, team numbers, managers and coaches. Communications is fairly standardised year to year.
Communicate grading day, trial day, gala day information.
Provide a first point of contact for managers for any issues. Note expected to resolve disputes but information assistance etc.

ESTIMATED TIME COMMITMENT:

Committee meetings and AGM. Attend: 6 x 2hrs
Manager and age group liaison: 1 hour per week in Feb-Apr.
Other liaison throughout season: 1 hr per month

Considered as average hours per month over the year: approx. 2.5 hrs per month including committee meetings

RELATIONSHIPS:

Parents: Communications
Managers and coaches: Communications/management
President and Committee: Team formation or other issues

ACCOUNTABILITY:

President

ESSENTIAL/DESIRABLE SKILLS:

Communication skills
Management skills