



Date of Issue:- 02 February 2008

## Position Description

**Position Title:-** Junior Coordinator

**Reports To:-** MRUFC Committee

**Purpose of Position:-** To manage the activities of junior members of the MRUFC.

<b>Duties and Responsibilities</b>	<b>Authorities</b>
<ol style="list-style-type: none"><li>1) Act as point of contact for club on all matters relating to juniors.</li><li>2) Conduct regular meetings with age group coaches and managers, referees and parents to keep them updated on club issues, law changes etc.</li><li>3) Liaise with the VRU on all issues relating to juniors, including draws, development, grounds etc.</li><li>4) Ensure the integrity of junior game day management.</li><li>5) Assist the junior club registrar to maintain team and player details and statistics and maintain player database.</li><li>6) Ensure that all ARU registration forms are completed and the player details are entered on the ARU database.</li><li>7) Ensure all juniors have VRU approved ID cards and that any other VRU identification requirements are met.</li><li>8) Assist in organising social functions for the club.</li></ol>	<ol style="list-style-type: none"><li>1) Liaise with the VRU and other clubs on all junior matters.</li></ol>

**Qualifications:-** Basic IT skills (Word, excel, email).

**Experience Needed:-** Nil.

### Personal Qualities:-

1. Committed to best management practices.
2. Be trustworthy, dependable and honest at all times.
3. Excellent oral and written communication skills.

### Estimated Time Commitment Required and Period of Appointment

The estimated time commitment required as the Junior Coordinator is 10 hours per week during the season and 2 hours out of season.

The Junior Coordinator is appointed for a period of 12 months and is elected by the members at each AGM.