



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.

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

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.