



**NATIONAL CLUB
ACCREDITATION SCHEME**

**Capalaba Football Club
Position Description – Junior Co-ordinator**

POSITION TITLE:

Junior Co-ordinator

OBJECTIVE:

To ensure all administrative, organisational and competition requirements are met for Junior teams (under 12-18) across all divisions (i.e. NPL/w & Metro) of the Club.

RESPONSIBILITIES / TASKS:

- Maintain regular contact and liaison with all junior team coaches, managers and parents of junior players to ensure all reasonable needs are met and teams are resourced adequately to permit optimum performance levels on and off the field.
- Liaise with Secretary and Registrar to ensure all players are eligible to participate in the respective competitions.
- Be the primary contact point for parents and junior players for all football and football related matters that are unable to be resolved by the team coach and/or manager.
- Act as conduit between player, parents and coach and/or manager for resolving football and football related issues.
- Ensure all teams have sufficient playing personnel to field competitive teams in their respective competitions.
- Co-ordinate annual junior presentation day and any other event related to junior football.
- Liaise with Mini-rooms Technical Director to ensure player pathways are identified and transition to junior football is carried out in a responsible and organised manner.
- Liaise with Junior Technical Director to ensure Mini-rooms players are suitably transitioned into Junior Football and that the adopted football curriculum and Club vision are enacted.
- Liaise with Football Department to ensure player recruitment and retention needs are met and strategies developed to grow the Club's junior player base.



Capalaba Football Club Inc.
ABN 59 140 862 945
www.capalababulldogs.com

John Fredericks Park, Old Cleveland Road,
CAPALABA QLD 4157
PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312



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RELATIONSHIPS:

- Reports to the President, Football Chair and General Committee
- Liaises with all junior players, parents, coaches and managers.
- Liaises with Football Department and Mini-roos and Junior Technical Director
- Liaises with Registrar and Secretary

ACCOUNTABILITY:

- The Junior Co-ordinator is accountable to President and General Committee.

ESSENTIAL SKILLS:

- A good understanding of Football Brisbane and Football Queensland administrative requirements as they relate to the fielding of junior teams in their respective competitions.
- A good understanding of the various competition rules as they relate to junior teams.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Sound computer skills.
- Sound negotiating skills.



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