



## **SENIOR COORDINATOR**

**Job Title:** Senior Coordinator

**Responsible to:** Club Coach Coordinator

### **Skills and Attributes Required:**

- Enthusiasm
- Well organised
- Good at delegation
- Prepared to make a regular time commitment
- Confidence
- Good knowledge of the workings of the club
- Good written and spoken communicator
- Good knowledge of administrative procedures and rules

### **Main Duties:**

1. Act as the main contact for parents of players (U15 to Seniors)
2. Act as the main contact for all coaches of teams (U15 to Seniors)
3. Induct any new coaches to the club (U15 to Seniors)
4. Ensure all coaches have everything they need for the season
5. Ensure all ladies are playing in the correct team for their age and ability
6. Ensure every team has a coach and enough players

**Time Commitment:** 1-2 hours per week

### **SIGNATURES**

Chairperson \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_