

## **JOB DESCRIPTION – JUNIOR COORDINATOR**

The Junior Coordinator of Matamata Swifts AFC will be responsible for the entry of Matamata Swifts AFC's junior teams into all competitions and liaison with the organisers of such competitions.

### *Responsible To*

The Junior Coordinator is elected at the Annual General Meeting by the financial members of Matamata Swifts AFC and is directly responsible to the President and the members of Matamata Swifts AFC.

### *Responsibilities and Duties*

The Junior Coordinator should:

- Set up and lead the club's junior sub-committee, which oversees the running of all the club's junior football affairs, including financial activity.
- Manage junior sub-committee meetings.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members and the approval of the management committee.
- Ensure representation by the junior sub-committee on the management committee.
- Reinforce Matamata Swifts AFC's core purpose and values in their practice.

### *Knowledge and Skills Required*

Ideally the Junior Coordinator is someone who:

- Can communicate effectively.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Is a supportive leader for all junior players and coaches of Matamata Swifts AFC.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

### *Period of Appointment*

The Club Captain is appointed for a term of one year.