



North Caulfield Maccabi Football Club Position Description – MiniRoos Coordinator

JOB TITLE:

MiniRoos Coordinator

OBJECTIVE:

The MiniRoos coordinator is primarily responsible for providing the coordination of MiniRoos teams by providing information, resources to individual team coaches from the ages between 5 and 12.

KEY RESPONSIBILITIES / TASKS:

- Act as the Club Officer and Point of Contact for all parents and team coaches for MiniRoos players.
- Promote MiniRoos football
- Actively organise, promote & encourage Team Coaches to complete Grassroots Clinics
- Explain the rules to team coaches and parents
- Promote the benefits of MiniRoos football
- Provide correct training equipment to each team coach for their age group
- Ensure that teams train and play on correct size pitches
- Ensure that the number of players assigned to each team does not exceed the maximum allowable number for that specific age group.
- Ensure that players are playing in correct age groups
- Ensure that teams have sufficient players for upcoming games and if short, source players from other teams within the same age group.
- Ensure that team coaches are registered through MyFootballClub, have a Working with Children Card and assist where necessary as well as having all coaches complete the clubs Member Protection course
- Attend games regularly to assist Team Coaches explain MINIROOS rules to opposing Clubs if required.
- Regularly seek feedback from Team Coaches and assist where possible or refer to Registrar or Administrator if necessary.

Assist in the selection process of Mini Roos teams prior to the beginning of the season.

Attend Football Dept and general committee meetings if necessary.

Other tasks as required.



North Caulfield Maccabi FC, PO Box 2580 Caulfield Junction, Vic 3161

www.maccabifootball.com.au email: info@ncmjfc.com.au

Mobile: 0491 033243 ABN: 42095885097

RELATIONSHIPS:

- Team Coaches, managers and parents of MiniRoos players
- Registrar & Assistant Registrar
- Will be in regular contact with Football Federation Victoria and club Football Dept. to promote MiniRoos.

REPORTING:

- The MiniRoos Coordinator is accountable to the club's Football Dept., Registrar, President and General Committee.

KEY SELECTION CRITERIA:

- FFV Mini Roos Certificate
- FFV Skills Acquisition Certificate or in the process of obtaining one
- Enthusiasm and dedication.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Good leadership skills.
- Proven planning skills
- Proven communication skills
- Proven problem solving skills
- Proven negotiation skills
- Proven mediation skills

ADDITIONAL REQUIREMENTS:

- Current working with Children Card
- Clubs Member Protection Course
- Must be an Australian Resident for working purposes
- Current Australian bank account for remuneration purposes

EXPECTED HOURS OF WORK:

The estimated time commitment required as the MiniRoos Coordinator for NCMFC is approx. 8 hours per week from Feb to Sept. Further preparation hours are required in the "off season".

REMUNERATION:

Based on the hours of work \$6,000 p.a. negotiable.

To apply for this exciting position email info@ncmjfc.com.au



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