



PO BOX 154  
Coburg 3058

## **COBURG FOOTBALL CLUB SEEKS A JUNIOR FOOTBALL CO-ORDINATOR**

**The Coburg Football Club (Juniors), who play in the Essendon District Football League, is seeking a JUNIOR FOOTBALL CO-ORDINATOR for the 2018 season.**

In 2017, our club had it's first ever junior boys team and in 2018 for the first time in our 127 year history, our club aims to field junior girls teams in the Essendon District Football League. It's a very exciting phase that we're embarking on and we're after a motivated individual excited by the challenge of being part of something from the ground up.

The objective of the Junior Football Co-Ordinator is to help the club grow junior participation numbers whilst providing each junior team fantastic administration support under the guidance of the club's VFL management team.

The successful applicant will be supported and guided by the Coburg Football Club General Manager and the role will suit someone wanting to gain meaningful football administration experience that may have previous football experience as a player, parent or club volunteer.

### **Key Tasks:**

- \* The Junior Football Co-Ordinator is Coburg's delegate for all Essendon District Football League meetings and matters
- \* To provide an organised, safe and family friendly football environment for junior players
- \* To assist the club in the growth of the junior football program
- \* Continue to look for opportunities where the club can be represented in local schools and community groups via clinics, flyers and information sessions
- \* Player, parent and staff database management – excel skills required
- \* Ensure that all coaches have proper coaching accreditation
- \* Ensure that all volunteers and junior coaches have a valid working with children's check and ensure that a copy is held at the club.



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- \* Volunteer management – delegating the matchday roles required to be filled
- \* Provide communication on behalf of the football club to all junior teams, players, parents and volunteers when it comes to fixturing, venues, training and more
- \* Manage the property and apparel for all junior teams
- \* Be available for 1 training night per week plus junior matchdays between April-August 2018
- \* Event management – registration and presentation nights

### ***Specific roles and responsibilities***

1. Work with the clubs administration staff to organise club primary school Clinics
2. Oversee the Auskick Program and provide support and assistance to the Auskick Coordinator as necessary.
3. Coordinate the attendance at junior teams training and matches of senior VFL players to assist junior coaches and ensure the maintenance of a high profile and level of support for the junior players.
4. Assist with the provision of advice, support and guidance (possibly referrals) for junior players that may require additional assistance beyond the 'average player'. This may relate to player welfare issues such as schooling / family / life that may adversely impact on the player.
5. Co-ordinating attendance by Club personnel at coaching courses run by AFL Vic.
6. Advise the club management and/or Committee on all matters relating to junior development matters.



***Key relationships***

1. The Junior Football Co-Ordinator reports directly to Coburg FC General Manager. Reports indirectly to the Coburg FC Admin Manager
2. A close relationship is also maintained with the Club Executive and the Football Engagement Officer and Coaches on football operational matters.
3. A close working relationship with the Auskick Program Coordinator is required to ensure the Program is run professionally and successfully.
4. All Junior coaches, team managers, volunteers and players will report to the Junior Football Co-Ordinator
5. AFL Victoria North West Football Development Manager – to ensure that our club is making use of all support tools available
6. The EDFL Football Operations Officer's – to ensure that our club is meeting all EDFL requirements and is staying up to date on all league matters.

***Preferred qualifications and experience***

1. Maintain a minimum of level 1 coaching qualifications, and preferably advance to level 2.
2. Have an understanding of football clubs and of the local football landscape
3. Have intermediate IT skills including – excel, word, basic adobe, powerpoint, email and document storage
4. Team Management or Volunteer Management experience is desirable but not mandatory

Remuneration may be available for the right applicant.

To find out more please contact Coburg FC General Manager Sebastian Spagnuolo on 0406 494 086 or email [s.spagnuolo@coburgfc.com.au](mailto:s.spagnuolo@coburgfc.com.au)

To apply for this role, please email your resume and cover letter to [s.spagnuolo@coburgfc.com.au](mailto:s.spagnuolo@coburgfc.com.au)