



Position Description - Junior Coordinator

Summary

A Junior Coordinator is the main link for the Junior section of the Club, i.e. between Rugby Victoria, the Committee, Team Coaches and Managers.

Reporting

The Junior Coordinator reports to the Junior Sub-Committee.

Tasks and Responsibilities include:

- Leading a team of people to deliver rugby to all juniors
- Communicating on a regular basis with Team Coaches and Managers regarding training, games, competitions and Club news/functions
- Communicating with Rugby Victoria and other Club representatives to deliver relevant information to Team Coaches and Managers
- Being familiar with the Competition Rules
- Maintaining records of all Junior registrations and dispensations using Rugby Xplorer (Rugby Australia Registration Database)
- Providing Team Coaches and Managers with equipment, first aid kits, uniforms, handbooks, paperwork, etc
- Promoting the values of volunteering at Club to ensure the Club delivers rugby and it's associated functions to its members.

Time Commitment

- Attendance at the Club on Wednesdays 6-7pm throughout the season (March-August)
- 1-2 hours per week to manage communication between Rugby Victoria and Club representatives
- Occasional meetings at the Club and at Rugby Victoria (1-2 per season).

Training

Training and Documentation will be provided by the Club and by Rugby Victoria.