



JOB DESCRIPTION

Director of Juniors

The role of the Director of Juniors is responsible for the management of all Junior Grade activity, act as liaison representative of all junior players.

Desirable Attributes:

- Good Organisational Skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills

Specific duties include but are not limited to:

- Follow-up club email requests from members/committee
- Induction of the Junior Coordinator and their responsibilities to administer the juniors
- Lead the Junior committee
- Liaise and work with registrar to administer player lists, follow up on slow player membership payments in conjunction with the registrar
- Sign off as The Director of Juniors, the Junior Administrator of the Junior Committee and the Treasurer of "the Club" shall be the only signatories for cheques drawn on the Bank Account with the signature of "the Club" Treasurer being mandatory and one other signature that of either the Director of Juniors or Junior Administrator.
- Coordinate player insurance claims
- Coordinate medical staff, maintain medical kits, coaches kits, referees liaison, manage crowd control procedures
- Provide advice to the Committee in their management of all matters relating to players and coaches
- Liaise with the website administrator to update the coach/management contacts each year
- Provide to the Committee the coach education requirements and aspirations for coaching courses for approval and inclusion in the budget

Needed:

- Internet access & Computer

Issue Date: 25/1/16