

# St Andrews Cricket Club

## **JOB TITLE:**

Junior Co-ordinator

## **RESPONSIBILITIES:**

- Oversee the junior development program of the Club.
- Establish a sub committee of interested parents and other members to monitor and ensure the junior teams within the Club have the best competition, support and facilities possible to ensure all junior players develop their skills.
- Develop/review Club Junior Development policy annually and seek endorsement of any change of policy from the General Committee.
- Develop a budget for the Junior operations to be ratified by the General Committee.
- Arrange "Meet the Coach" day and ensure written invitations are sent to existing and potential players.
- In conjunction with the Secretary, negotiate all clearances and player registrations in accordance with the rules of the Competition.
- Ensure all equipment is available as required by Coaches and that it is in good working order – including match balls.
- Ensure all support staff are in attendance and are provided with appropriate equipment to undertake role.
- Coordinate return of all equipment to storage area and organise cleaning of change rooms after training and games.
- Ensure Club equipment is retained by the Club.
- Ensure all injured players are provided with or transported to appropriate medical treatment as per parent wishes and provide a record of the incident to the Secretary for insurance records.
- Ensure all players pay memberships and other required payments on time.
- Represent the Club at the League on matters involving the junior competition.
- Attend Committee meetings every month (if necessary).
- Keep a record of all players/team scores.
- Be the contact person for enquiries about Junior Competitions.
- Be the contact person for other clubs.
- Register all players as they play.
- Liaise between players and coaches and the General Committee.
- Liaise with Club coaches and senior players to promote involvement in the junior program.
- Conduct the Milo Have a Go program.

## **RELATIONSHIPS:**

Reports to the President and General Committee.  
Supports the Junior Coaches, match committee and support staff.

# St Andrews Cricket Club

## **ACCOUNTABILITY:**

The Junior Coordinator is accountable to the President and the General Committee.

The Junior Coordinator shall seek ratification from the General Committee of a budget and associated activities and shall thereafter have the authority to act within the limits of the budget without reference to the General Committee.

The Junior Coordinator shall provide a monthly report to the General Committee.

**The estimated time commitment required as the Junior Coordinator is up to 3 hours per week.**

## **DESIRABLE SKILLS:**

- Tactful
- Organised
- Dedicated club person
- Show empathy
- Communication and negotiating skills

## **DESIRABLE KNOWLEDGE:**

- Mature understanding person
- Relates well to people of all ages