

## **MSSC MiniRoos Coordinator**

### **OBJECTIVE:**

The MiniRoos Coordinator is primarily responsible for providing the coordination of the MiniRoos program by providing information and resources to parents of club members from the ages of 5 to 11.



### **RESPONSIBILITIES / TASKS:**

- Act as the Club Officer and Point of Contact for all parents and Game Leaders for MiniRoos players.
- Promote MiniRoos football.
- Organise Feb (out of school terms) MiniRoos kick start 5 week program prior to the MiniRoos Session.
- Actively organise, promote & encourage Game Leaders to complete Grassroots Clinics.
- Explain the rules to club members and parents.
- Promote the benefits of MiniRoos football.
- Provide correct training equipment to each Game Leader for their age group.
- Ensure that players 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 Game Leaders are registered through Play Football and assist where necessary.
- Regularly seek feedback from Game Leaders and assist where possible or refer to Registrar or Administrator if necessary.
- Ensure a functional link between local schools as a School Liaison with Coach Coordinator for clinics and programs promotion in liaison with the Media Officer.

### **RELATIONSHIPS:**

- Game Leaders, managers and parents of MiniRoos players
- Registrar
- Will be in regular contact with Football Victoria Club Ambassador & MiniRoos Development Manager to promote MiniRoos.

### **ACCOUNTABILITY:**

- The MiniRoos Coordinator is accountable to the Registrar, President and General Committee.
- The estimated time commitment required as the MiniRoos Coordinator is 2-3 hours per week during the season. This may be increased at the beginning of the season.

**ESSENTIAL SKILLS:**

- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Ability to control and supervise others.
- Organise and delegate tasks.
- Well organised.
- Dedicated club person.

**DESIRABLE SKILLS:**

- Planning skills.
- Communication skills.
- Problem solving skills.
- Negotiation skills.
- Mediation skills.

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