



JUNIOR COORDINATOR

Objective: To ensure the effective and efficient running of the Club's junior teams (currently U9, U11, U13, U15, U17 and Open/18+)

Terms: Volunteer, for a minimum of 12 months (preferably a joint role between two people)

Time Commitment: Approximately three hours per week (on average). Pre-season will require additional time

Responsibilities include, but not limited to:

- Organisation of teams for season 1 and 2 (Dec/Jan, Jun/July), in liaison with coaches
- Establishing teams and communicating with players/families/carers
- Registering teams and players with Darebin Netball Association
- Liaising with Darebin Netball Association regarding teams, fixtures, grading, player exemptions, etc.
- Assisting with player movements/fill-ins
- Assist president in managing and maintaining Apps (e.g. Team App, NetballConnect)
- Creating teams and access groups
- Sending invites to all new and existing members for new season, if team has changed
- Ensuring parents/players have access to correct teams/groups
- Updating and maintaining data including players, teams, coaches, etc.
- Liaising with uniform coordinator for uniforms and equipment, when required
- Liaising with and responding to family/carer issues, concerns, queries
- Responding to all relevant enquiries through email, Facebook and website
- Liaising with vice president regarding the season's awards/trophy winners
- Liaising with coaches and committee members and players, as needed
- Keeping committee updated on any relevant matters
- Assisting other committee members where needed

Requirements / Skill Set:

- Current Working with Children Check (no fee payable)
- Netball Victoria membership (reimbursed by the Club)
- Ability to attend meetings (usually held every 6 weeks)
- No prior knowledge of or experience within a committee is needed for this role
- Approachable and organised
- Excellent computer and communication skills (both in person and online)

Key Relationships

- Lakeside Committee members

- Lakeside players, families and carers
- Lakeside coaches
- Darebin Netball Association
- Venue management