



Position Description

Position Title: Junior Coordinator

Group: Junior Cricket

Employment Status: Voluntary, honorarium

Reports to: Executive Committee, general committee

Reports: Junior Sub-committee, team managers, team coaches

Location: Whitehorse Reserve

Key Roles:

- Coordinate communication with all junior players and parents through the off-season, in-season and post-season as required with the club secretary
- Coordinate the advertising and promotion of the junior program, including newsletter placement in schools
- Build sustainable win-win relationships with local schools with the assistance of the club committee and junior sub-committee
- Work with the volunteer manager to source suitable candidates for key junior roles from year to year
- Ensure that all online registration is setup in a timely manner from July 1 each year for participants to sign up via playcricket.com.au
- Ensure that the Junior Blast and Master Blast programs are run each year and that coordinators are appointed
- Conduct feedback surveys each year for all junior participant parents, once at Round three and one at the end of the season
- Ensure that any families who leave the club receive a phone call to help address any reasons for leaving
- Investigate the ongoing improvement of our junior program in advertising, promotion, coaching and value
- Interview and appoint, alongside the junior head coach – team coaches for each age group and team managers
- Ensure all parents and junior volunteers have working with children checks and have completed their induction – including the play by the rules training video
- Work with the Social Events team and junior sub-committee to ensure that there are events run for the junior families
- Set up the stars clubs promotion and push this amongst the junior cohort
- Build a task list for the season (pre-season, in-season and off-season) and organise by month as a guide for handover
- Collate any documents or supporting information that would assist handover to any new junior coordinator