



## Abbotsford Juniors Football Club Position Description – Head of Community Football

### JOB TITLE:

Head of Community Football

### OBJECTIVE:

To ensure that “social” junior players (U17 and lower) are placed into an appropriate team and that a Coach and Manager are in place for all “social” teams.

### RESPONSIBILITIES:

- Coordinate the receipt of “friend” requests at the time of player registrations, prior to the season commencing.
- Consider friend requests, schools attended, teams played with in previous seasons and any other data source considered necessary to allocate all “social” players from U6 – U17 (as required) into a team.
- Ensure that a Coach and a Manager are in place for all “social” teams throughout the season.
- Establish a network of Age Coordinators, to assist throughout the season with any player/team issues, provide support in terms of team formation and assist with Match Day scheduling/set-up (U6/U7's).
- Prepare an U6/U7 fixture schedule prior to the commencement of the season and distribute to all registered players.

### RELATIONSHIPS:

- Reports to the President and General Committee.
- Secretary and Competition Secretary with regards to entering teams into appropriate levels of competition for the teams' abilities.
- Head of Development to understand appropriate Coaching courses for coaches of “social” teams to attend.



#### **ACCOUNTABILITY:**

- It is the responsibility of the Head of Community Football to ensure all registered U6–U17 (inc.) players are allocated to a team.
- Ensure all “social teams have a Coach and a Manager in place.

The estimated time commitment required as the Head of Community Football is up to 8 hours per week around peak periods such as the Registration period. Away from these times, it would decrease to be very minimal contact hours (max. 1 per month) throughout the season.

#### **ESSENTIAL SKILLS:**

- Consistently demonstrates alignment to the Club's Purpose and Values.
- Enthusiasm and dedication.
- Good leadership skills.
- Good listening ability.
- Effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Well organised.
- Passionate and dedicated to promoting the club to the wider community.
- Dedicated club person.