



## ROLE DESCRIPTION

<b>Role</b>	Junior Coordinator
<b>About</b>	The Junior Coordinator is responsible for managing the registration and administration of the Club's junior players, as well as assisting with the promotion of the Club's junior cricket offerings. The Junior Coordinator also assists as the main conduit between the Club's Executive Committee and the junior team coaches.
<b>Key Roles &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• Liaise with the Committee to establish competition details for the season including game dates, times and registration fees.</li> <li>• Update PlayHQ with registration information for all Competition and Cricket Blast programs as needed</li> <li>• Organise the Club 'registration day' (if planned to be held).</li> <li>• Act as the first point of contact for all junior registration enquiries.</li> <li>• Assist the Treasurer in tracking and reconciling junior registration payments.</li> <li>• Act as the Club's main user for PlayHQ for junior cricket offerings and manage access for other members of the club as required.</li> <li>• Maintain an accurate database of registered junior players including all contact details and medical information.</li> <li>• Attend Committee meetings (club, association and state) and provide relevant updates on the status of the club's junior programs, as required.</li> <li>• Ensure any requests for player age dispensations are submitted to the relevant association for approval according to the relevant age group competition rules.</li> <li>• Process player permit and transfer requests, as required</li> <li>• Act as the Club's nominated Child Safety Officer</li> </ul>
<b>Desired Skills, Attributes &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Good administration skills (familiarity with PlayHQ is desirable but not essential).</li> <li>• Ability to collaborate with coaches and committee members in organising junior programs.</li> <li>• Ability to respond to queries promptly and professionally.</li> <li>• Possess or willing to obtain a valid Working with Children Check.</li> <li>• Awareness of Australian Cricket's Commitment Statement for Safeguarding Children and Young People</li> <li>• Knowledge and understanding of Australian Cricket's Looking After Our Kids Code of Behaviour for Affiliated Associations and Clubs</li> </ul>
<b>End Of Year Hand Over</b>	<ul style="list-style-type: none"> <li>• Update and transfer key documents, contacts, and handover notes.</li> <li>• Induct, mentor, and support the incoming Junior Coordinator</li> </ul>