

# VULTURES POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>Junior Football Director</b> <i>Junior refers to Junior &amp; Youth, ages 5-17.</i>
<b>REPORTS TO:</b>	Vice President
<b>DIRECT REPORTS:</b>	Junior Football Coordinator (Auskick and 8s-11s), Youth Football Coordinator (13s-17s), Youth Girls Coordinator, Junior Football sub-committee, Junior & Youth Coaches and Team Managers, Game Day Coordinator, Umpire Coordinator
<b>DEPARTMENT:</b>	Football

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## **POSITION PURPOSE:**

The Junior Football Director assists in the administration, delivery, and promotion of football for all players aged 5 -17 at the Club.

The Junior Football Director oversees;

*AFL Auskick, ages 5-8.* An introduction to Football with game-based activities.

*Community Auskick Play, ages 6-8.* The program is an extension of NAB AFL Auskick, where participants participate in game-based activities leading into modified (non-contact) AFL matches.

*Junior Football, ages 7-11.* Junior Football competition. Scores and results are not kept.

*Youth Football, ages 12-17.* Youth Football competition for Premierships.

The role adopts a holistic view to the on-going success the Club's Junior Football programs, ensuring they are well planned, well-resourced and run in an efficient and effective way.

In addition, they will play a key role in promoting the desired culture, values, and behaviours amongst Club members (and related groups) to ensure that the participation in football is sustainable in the longer term.

Provide support and guidance to the Junior Football sub-committee on all aspects of Junior Football. The Junior Football Sub-Committee provides the oversight of coaching, medical, game day experience and the playing environment of the Junior Football program.

## **KEY RESPONSIBILITIES:**

### Prior to the season

Form and Lead a Junior Football sub-committee to manage and oversee;

1. Recruiting Age Group Coordinators, Coaches & Team Managers.
2. Advertising for new players and families to join the Club.
3. Budget preparation with the support of the Club Treasurer.
4. Appropriate resourcing is provided to each team, with the support of the Equipment Coordinator.
5. Opportunities for pre-season training programs and practice games.

### During the season

1. Work with Men's & Women's Football Directors, Senior Coaches and Junior Coaches to establish an appropriate coaching environment and curriculum that will provide our players a smooth transition from Junior to Senior programs.

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2. Support Direct Reports to ensure an appropriate environment for players and coaches at the Club and at 'Away' venues.
3. Actively encourage and manage an environment where players support other teams within the Club.
4. Chair monthly meetings of the Junior Football sub-committee.
5. Provide a written report to the Board of Management on the progress of Junior Football prior to each monthly Board Meeting.

## Post season

1. Survey players and families.
2. Retention and transition of players into their new age group.
3. Review season and present report to the Board of Management.

## End of year hand over

### *Updating key documents*

At the end of each year the Junior Football Director will review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated position description and equipment register must be provided to the Secretary prior to the Annual General Meeting each year.

### *Induction of the incoming Junior Football Director*

An important responsibility of the outgoing Junior Football Director is to train, mentor and support the incoming Junior Football Director.

## **ESSENTIAL SKILLS & REQUIREMENTS:**

- Hold, or ability to successfully obtain, a current volunteer 'working with children' check (Blue Card).
- Good interpersonal and presentation skills.
- Trustworthy, responsible, and reliable.
- Ability to respond to queries in a prompt manner.
- A strong personal brand, including ability to display integrity and a commitment to professionalism and accountability.
- A team focus and the ability to contribute to team goals.
- A passion for the growth and development of junior footballers.
- An understanding of the AFL South East Queensland Juniors policies, rules and regulations.
- Effective organisational skills, and ability to prioritise work, multi-task and meet tight time frames with an enthusiasm to achieve the best results.
- The ability to always maintain strict confidentiality.

## **KEY RELATIONSHIPS:**

- Board of Management.
- Senior Men's & Women's Football Directors & Coaches.
- Players and Families
- Other Clubs

The estimated time commitment required as the Junior Football Director is 10 hour per week.