

Boy's / Girl's and Mini's coordinator job description

The role of the age grade coordinator at Ashford Rugby Club is to manage and support the club's age grade programme. They act as a key point of contact for coaches, parents, and players, assist in organisation of training and match activities.

Responsibilities

1. Lead development

- **Creating a team:** Create and co-ordinate a team of people to deliver rugby for specific age groups and or sections

2. Communication

- **Internal Communication:** Acting as the primary communication point between coaches, parents, players, and the club, ensuring all parties are informed and involved.
- **External Communication:** Ensure that age grade rugby is promoted outside of the club using the resources available.

3. Management

- **Engagement:** Encourage parents to volunteer for various duties like match day assistance, and general club support.
- **Membership:** Ensure all parents / players are registered at club helping to maintain accurate records.

Skills and Qualifications

- **Organizational Skills:** Strong ability to manage multiple tasks and keep accurate records.
- **Attention to Detail:** Ensuring all documents and records are accurate and well-maintained.
- **Communication Skills:** Excellent written and verbal communication abilities.
- **Time Management:** Efficiently managing time to meet deadlines and handle various responsibilities.
- **Interpersonal Skills:** Ability to work well with all stakeholders
- **Knowledge of Rugby:** Understanding age grade rugby and its particular laws.

Activities

- Working with the age grade coaches to ensure delivery of an exciting rugby programme.
- Liaising with other clubs to ensure delivery of planned fixtures and festivals.
- Attending meetings and representing the age grade elements of the club
- Promoting age grade rugby both internally and externally
- Ensuring membership records are up to date and accurate

Member of: Mini & Youth Committee

Reports to: Youth Chair