



# AGE GROUP COORDINATOR

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**Description of Role:**

- Supports our Spring League program by coordinating the teams and logistics for a specific age group

**Primary Responsibilities:**

- Creates teams for age group: sources coaches and managers for teams, assigns players to teams
- Maintain all team assignments for coaches, managers and players in database
- Communication link between Club and teams within age group
- Primary point of contact for managers and coaches within age group
- Answers questions from parents regarding season and teams

**Time Commitment:**

- Team allocation is done pre-season during February – April (approximately 10-25 hours to fit around your own schedule – this amount may vary depending on the age group)
- Available for trouble-shooting and communication during season (approximately 1-2 hours/ week to fit around your own schedule)
- End of season communication and organisation (approximately 1-2 hours)
- Assisting with organisation and communication of age-group-specific jamborees (U7 to U13)
- Required to attend Age Group Coordinator meeting in January and Manager and Coaches' meeting at the start of the season

**Skill Requirements:**

- Strong communication and organisational skills
- Access and proficiency with computer

**Benefits:**

- ✓ Involvement with your age group – getting to know coaches, managers, players and families
- ✓ AGC are entitled to one free registration in the Spring League program
- ✓ Support provided by the Club (see below)
- ✓ Invitation to our season – end Volunteer Appreciation event

**Support:**

- Supported by Head Coordinator
- Provided with a checklist of responsibilities and guide to role
- Training on the use of the database will be provided as required.

**Additional Information:**

- AGCs will be handling sensitive and private information about players. You are required to read and be aware of WVFC Privacy Guidelines