



Position Description

JA PROGRAM COORDINATOR

The Junior Activities Programs Coordinator is responsible for monitoring the progress of all Junior Activities programs

RESPONSIBLE TO: Junior Activities Chair

RESPONSIBILITIES:

- Assess the human resource needs for the Junior Activities area - general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and the induction of volunteers
- Work with the Secretary organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers in conjunction with the Jnr Activities Training & Education Officer, and the Chief Training Officer
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses, where approved
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the Junior Activities Chairperson/President

KNOWLEDGE & SKILLS REQUIRED:

- Ability to organise and delegate tasks
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Excellent working knowledge of the Junior Activities area and associated rules and regulations
- Good knowledge of the clubs rules and regulations

SPECIAL REQUIREMENTS:

- Be a financial member
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
- Hold a current Age Managers Accreditation or willing to obtain
- Hold a current Operational First Aid accreditation or willing to obtain