REYNELLA FOOTBALL CLUB

HOME OF THE MIGHTY WINEFLIES

Job Title: Minis Co Ordinator

Organisation: Reynella Football Club

Reports To: Club President

Position Overview

The Minis Coordinator plays a central role in managing and supporting the operational and administrative functions of the Minis program at Reynella Football Club. This position ensures smooth coordination between players, coaches, volunteers, and stakeholders, while promoting a positive and inclusive environment for young athletes to develop their skills and love for football.

Key Responsibilities

Club Administration

- Maintain accurate records of player registrations, memberships, and compliance requirements for all Minis teams.
- Ensure all players meet AFL/SANFL/SFL eligibility and safety standards.
- Assist with insurance, permits, and league documentation.
- Prepare reports for the committee on Minis program activities and participation.

Team Formation & Recruitment

- Organize players into appropriate teams based on age level.
- Recruit coaches, team managers, runners, and team coordinators for each Minis team.
- Establish and lead a Minis sub-committee to assist with program delivery.

Volunteer Coordination

- Help Team Managers to Recruit, schedule, and manage volunteers for match-day roles
- Provide clear instructions and training to volunteers to ensure smooth operations.
- Foster a positive volunteer culture and recognize contributions.

Communication & Member Engagement

- Act as the primary contact for players, parents, and coaches for Minis-related inquiries.
- Distribute updates on training schedules, match fixtures, and club events.
- Collaborate with the Operations Manager to align Minis activities with overall club operations.
- Promote a welcoming and inclusive environment for all members.

5. Match-Day Support

- Organize game-day logistics, including team sheets, equipment setup, and uniforms.
- Help Team Managers to ensure volunteers are in place for canteen, BBQ, and other roles.
- Address any issues promptly to ensure a positive experience for players and families.

6. Event Coordination

- Assist in planning and delivering Minis-related events such as fundraisers, presentation nights, and community activities.
- Liaise with sponsors and community partners for event support.
- Ensure events reflect the club's values and promote participation.

7. Player Development Support

- Work with coaches to ensure training sessions are well-organized and age-appropriate.
- Support initiatives that encourage skill development and enjoyment of the game.
- Monitor player welfare and report concerns to the Football Director or President.

Skills & Attributes:

- Strong organizational and time-management skills.
- Excellent communication and interpersonal abilities.
- Ability to work collaboratively with volunteers, coaches, and committee members.
- Knowledge of AFL/SANFL/SFL operations and community sport governance (preferred).

Qualifications:

- Previous experience in administration or coordination roles (desirable).
- Working With Children Check and Police Clearance (mandatory).