



# SAMPLE ROLE DESCRIPTION – JUNIOR COORDINATOR

**Is responsible to:** the club president and committee members.

The role of the junior coordinator is to oversee junior baseball programs, competitions, and development plans.

## **Desirable attributes:**

The junior coordinator should:

- have a solid knowledge of junior baseball rules and competitions
- be confident in promoting and coordinating junior baseball within the association
- be a good communicator and be able to develop positive relationships with players and families
- be able to liaise with the committee regarding junior baseball competition and development
- have a positive attitude and a passion for grassroots baseball

## **Specific duties include but are not limited to (examples):**

- coordinate and oversee all activities relating to junior baseball development within the club
- assess and understand opportunities that are available from Baseball Victoria to increase junior development
- assist the club committee in identifying, promoting and developing junior pathways
- develop and implement strategies to increase junior participation within the club
- attend club meetings to report on activities which they have overseen
- improve club/school/community liaison and recruitment
- ensure good communication with junior members and their families
- liaise with team managers to ensure juniors are fulfilling their junior responsibilities if playing in senior teams
- provide reports to the committee when requested
- ensure a safe and comfortable environment for players, parents, families, coaches and supports

