



**CHATSWOOD RANGERS**  
**Position Description – Junior Football Secretary**

**JOB TITLE:**

Junior Football Secretary

**OBJECTIVE:**

The organisation and management of Junior football day to day.  
Develop and manage junior football committee to deliver key responsibilities

**RESPONSIBILITIES:**

- Assist formulating teams after registrations are finalised
- Assist with organising coaches for teams
- Encourage Football Coaches to complete a Grassroots Coaching Course
- Ensuring fields are safe and fit to play on
- Ensuring all equipment is accessible to people setting up fields
- Timing the matches and making sure all matches start and finish at the same time
- Arrange the packing up of all equipment after the matches are completed

**RELATIONSHIPS:**

- Reports to the President and Executive Committee.
- Liaise with coaches, players & parents to provide information.
- Work with Club Coach Coordinator (TBC) to accredit Grassroots coaches.

**ACCOUNTABILITY:**

- It is the responsibility to ensure smooth running of season
- Should report to the Executive Committee to ensure all members are informed of progress etc.

The estimated time commitment required is up to 3-5 hours per week around peak periods of in season. Away from these times, it would decrease.

**ESSENTIAL SKILLS:**

- Good organisation skills.
- Great communicator.
- Able to prioritise tasks.
- Passionate about the club and junior football.
- Understanding of the rules and regulations of the different football formats.