

## JUNIOR RECRUITMENT COORDINATOR

The primary role of the junior recruitment coordinator is to create a recruitment pathway or process which recruits “junior” players to your club. If your club is a junior club this will primarily involve creating relationships and pathways with local clubs and the broad community to attract players and their families to your club while for “senior” clubs the role will primarily focus on recruiting and transitioning players from local schools and junior sports clubs

### Responsibilities

- Form relationships with the local schools and junior clubs (if relevant) with the goal of recruiting players to your club
- Create and implement player recruitment strategies
- Advertise and promote the playing opportunities of your club
- Be the primary contact point of parents and junior players wishing to learn more about your club and its playing options
- Create marketing information which can be provided to club participants to assist in recruiting new players to your club
- Updated the club website to reflect the latest recruitment information.
- Consider running a number of “come and try” or “meet the coach” days inviting potential players to come and experience your sport and your club.
- Co-ordinate any “come and try” or “meet the coach” days including coaches, participants, equipment and catering
- Create and maintain a register of key relationships in junior recruitment (e.g. junior clubs, schools etc)
- If participating in the Sporting Schools program, the Junior Recruitment coordinator will be the primary coordinator

### Essential Skills and requirements

- A good understanding of where the club recruits its players traditionally
- Ability to form strong relationships with key stakeholders (e.g. junior clubs or schools)
- Is well organised
- Works well in a team environment
- Is well informed of all club activities
- Can communicate effectively
- Enjoys working with children
- Hold or willing to apply for a current volunteer “working with children” check (if relevant or legally required)

### End of year hand over

#### *Updating key documents*

At the end of each year a key activity of the Junior Recruitment Coordinator is review and revise their position description to ensure it continues to reflect the requirements of the role.

At the end of the year the Junior Recruitment Coordinator should also update the register of key stakeholders in the junior recruitment program including their name, contact details and any relevant information the incoming Junior Recruitment Coordinator needs to know about each stakeholder.

The updated Position Description must be provided to the Club Secretary prior to the Annual General Meeting each year.

#### *Induction of the Junior Recruitment Coordinator*

An important responsibility of outgoing Junior Recruitment Coordinator is to train, mentor and support the incoming Junior Recruitment Coordinator.

The estimated time commitment required as the Junior Recruitment Coordinator is XX hours per week.