**<Insert Name of Club>**

**Position Description – Female Football Coordinator**

**JOB TITLE:**

Female Football Coordinator

**OBJECTIVE:**

The Female Football Coordinator assists in the administration, delivery, and promotion of football for females at the Club.

The Female Football Coordinator adopts a holistic view to the on-going success of female football programs, ensuring they are well planned, well-resourced and run in an efficient and effective way.

In addition, they will play a key role in promoting the desired culture, values, and behaviours amongst Club members (and related groups) to ensure that the participation of females in football is sustainable in the longer term.

**RESPONSIBILITIES:**

* Implement initiatives to help retain participants, including coaches and other volunteers
* Implement programs such as MiniRoos Kick Off, Club Football, Youth and Senior Football
* Be aware of Football West Female initiatives such as Female Football Week and Female referee and coaching courses
* Adhere to the mission, vision, and values of the Club.
* Actively promote the Female Football Pathway to Parents, Clubs, Schools and Participants​.
* Establish links with local Primary/Secondary Schools​/Colleges and other community organisations where females are present.
* Interact effectively with Players, Parents, Umpires, Team Coaches/Team Managers.
* Help to reinforce relevant Codes of Conduct.​
* Assist in the appointment of Team Coaches and Team Managers​.
* Provide advice on the appointment of Team Captains​.
* Promote player development with representative opportunities​.
* Connect with Football West’s NTC program to promote the Female Football Pathway​.
* Ensure all players are being catered for, regardless of level of experience or ability​.
* Advocate for the improvement of facilities that help to promote female engagement​.
* Liaise with representatives from FW regarding female football when required.​
* Attend Club, Association, and FW meetings/events when required.
* Attend Committee meetings and provide an update on female football activity as required.
* Prepare a report for the Club Newsletter when required.

**RELATIONSHIPS:**

* Communicate with the committee to ensure common goals
* Talk to parents about the needs/wants of female players
* Keep up to date with Football West and their Female initiatives

**KNOWLEDGE & SKILLS REQUIRED:**

* Good interpersonal and presentation skills
* Passion for the game, and particularly increasing opportunities for females.
* Trustworthy, responsible, and reliable.
* Ability to respond to queries in a prompt manner.
* Ability to interact with club officials, players and the wider public.
* Experience and/or knowledge of the football programs.
* Excellent written and verbal communication skills.

**REFERENCE:**

<https://www.wacricket.com.au/support/volunteers/-/media/1AF3D44B8E9C4047A29BB98F678706B6.ashx>