Little Athletics Victoria

Sample Position Description - **Junior Recruitment Coordinator**

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

Responsibilities

- Form relationships with the local schools and junior centres (if relevant) with the goal of recruiting players to your centre
- Create and implement player recruitment strategies
- Advertise and promote the playing opportunities of your centre
- Be the primary contact point of parents and junior players wishing to learn more about your centre and its playing options
- Create marketing information which can be provided to centre participants to assist in recruiting new players to your centre
- Updated the centre 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 centre.
- 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 centres, schools etc)
- If participating in the Sporting Schools program, the Junior Recruitment coordinator will be the primary co-ordinator

Essential Skills and requirements

- A good understanding of where the centre recruits its players traditionally
- Ability to form strong relationships with key stakeholders (e.g. junior centres or schools)
- Is well organised
- Works well in a team environment
- Is well informed of all centre 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 Centre 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.