**MUDGEERABA REDBACKS JUNIOR RUGBY LEAGUE CLUB (MRJRL)**

**POSITION DESCRIPTION**

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| **FEMALE COORDINATOR** |
| **Overview of Position** |
| The Female Coordinator oversees the operations of the female teams and competition within the club. The role aims to build and promote the female game and support the players. |
| **Responsible To** |
| The Female Coordinator is directly responsible to the President and the club members. |
| **Responsibilities and Duties** |
| The duties of the Female Coordinator include:* Be the representative of Club for female operations
* Be the point of contact for promotions of female teams (through website or socials, school newsletters)
* Liaise with volunteers, families of teams, Coaching Coordinator and Club Committee to ensure female teams have appropriate personnel e.g. coach, assistant, manager and sports trainer
* Liaise with Team Staff to ensure they have appropriate training and support they require
* Forms chat groups, email groups or meetings to seek input and share information to coaches and managers of the female teams
* Liaise with the President and/or Vice President about feedback and takes forward to relevant body, committee or forum
* Provide email updates to committee, coaches and managers from meetings and forums attended
* Ensure players and families have adequate communication and support in pre-season and during season, this may include chat groups or Apps to support communication
* Work with management committee to ensure the female competition is promoted, this may include liaising with NRL GDO, schools, and utilising social media marketing
* Liaise with wider community to access opportunities to grow the female competition and build player’s awareness of the women game i.e. access/info about BHP, NRLW games, or visit by key player to training session
* Liaise with the registrar for registrations of players for female teams
* Attend meetings and forums from SEQ, QRL, RLGC or FPC that relate to the female teams and operations
* Constantly highlight the club’s support and active practice of the QRL/NRL Codes of Conduct, NRL Safe Play Code, and Positive Environment Program (PEP)
* Ensure all managers, players, and parents are aware of and abide by the QRL/NRL Codes of Conduct, NRL Safe Play Code, and Positive Environment Program (PEP)
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| **Knowledge and Skills Required** |
| Ideally the Female Coordinator is someone who: * Has leadership skills
* Has good motivational and communication skills
* Can communicate effectively and has good interpersonal skills
* Has a sound understanding of the club’s rules and regulations
* Is organised
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| **Time Commitment Required & Period of Appointment** |
| The estimated time commitment required as the Female Coordinator is 5-10 hours per week. Hours will vary and can be more on home rounds and busy periods of the season. The Female Coordinator is appointed for a 1 year period. |