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

**POSITION DESCRIPTION**

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| **MANAGER’S COORDINATOR** |
| **Overview of Position** |
| The Manager’s Coordinator is responsible for assisting the Executive Committee with the human  resource planning, recruiting, selection, training, and recognition of all volunteers.  The Manager’s Coordinator understands the nature of volunteering and what motivates members to volunteer.  The Manager’s Coordinator is a team player who can work well with Committee Members, members, volunteers and other stakeholders. |
| **Responsible To** |
| The Manager’s Coordinator is directly responsible to the President and the club members. |
| **Responsibilities and Duties** |
| The duties of the Manager’s Coordinator include:   * Assess the human resource needs for the club for general running and special events * Recruit and recommend the appointment of volunteers to roles that suit them * Organise the orientation and the induction of managers and volunteers (in conjunction with other relevant Coordinators) * Work with the Secretary and various Coordinators to prepare and circulate volunteer rosters and maintain records including game day / night rosters, special event rosters including timekeeper/scorer & first aid officer * Identify and organise the training and education opportunities for volunteers * Develop job descriptions for all required tasks * Ensure that volunteers are reimbursed for their pre-approved out-of-pocket expenses * Ensure all volunteers are recognised for their efforts * Constantly highlight the club’s support and active practice of the QRL / NRL Codes of Conduct, NRL Safeplay Code, and Positive Environment Program (PEP) * Ensure all managers are aware of and actively promote the QRL/NRL Codes of Conduct, NRL Safe Play Code, and Positive Environment Program (PEP) to players and parents * Submit regular reports to the management committee |
| **Knowledge and Skills Required** |
| Ideally the Manager’s Coordinator is someone who:   * Can communicate effectively * Has good interpersonal skills * Is organised and can delegate tasks * Is positive and enthusiastic * Is organised * Has experience with various Microsoft applications |
| **Time Commitment Required & Period of Appointment** |
| The estimated time commitment required as the Manager’s Coordinator is 10 hours per week. Hours will vary and can be more on home rounds and busy periods of the season.  The Manager’s Coordinator is appointed for a 1 year period. |