

Berwick Junior Football Club

Arch Brown Reserve, Buchanan Road, Berwick 3806
P.O Box 183, Berwick, 3806



Subject: Job Description
Title: Auskick Coordinator
Reports to: Vice President Football

1	Objective
a)	To oversee To facilitate the Auskick program in order to develop a centre that involves the community and adheres to the core community values.

2	Specific Responsibilities
a)	Efficient running of the NAB AFL Auskick Centre
b)	Establishing a structure to support the centre's requirements
c)	Recruitment, appointment and supervision of Coaching Staff including adherence to the guidelines in the Coaches Handbook
d)	Advertising to recruit kids and parents
e)	Attending regional development meetings as required
f)	Coordinate and maintain a community focus
g)	Manage the registration and payment process for all participants in coordination with the Registrar
h)	Maintain financial systems in coordination with the Treasurer
i)	Ensure Canteen is staffed in coordination with the Vice President
j)	Ensure First Aid is in operation at all sessions and is easily identified
k)	Ensure BBQ in operation and maintained
l)	Managing equipment in co-ordination with the Equipment Coordinator
m)	Distributing benefits and uniforms
n)	Developing communication links
o)	Facilitating participation by all parents
p)	Supervise volunteers or allocate other members to supervise
q)	Identify methods of recognising volunteers
r)	Revise volunteer duties as needed
s)	Communicate and liaise with committee members on a regular basis
t)	Provide feedback to the AFL in relation to program improvements

3	Role Requirements
a)	All Committee Members must hold or willing to apply for a current volunteer "Working with Children Check"
b)	Abide by, promote and upload BJFC Code of Conduct and Policies.

Position: Auskick Coordinator

Name: _____

Witnessed by: President

Name: _____