**Clubmark Resource: Youth Coordinator Job Description**

**What is this?**

* This is a template job description for a Youth Coordinator (the person in charge of administering the youth section of your club)

**Why is it important?**

* The Youth Coordinator of the club is a vitally important position. This person is most likely to have a huge impact on the enjoyment and experience of young people in your club
* This document provides clarity around the role of the Youth Coordinator
* It will also allow your club to consider what exactly it is that you want your Youth Coordinator to do

**How can it be used?**

* This is a guide only – adapt and change it based on the role that the Youth Coordinator (and maybe your club uses a different title) fills in your club
* Give this job description to your existing Youth Coordinator
* Job descriptions can be made available during advertisement of positions in the club.
* Circulate the job description to other people in the club so that they are aware of the role (this may help iron out any overlaps or misunderstandings). This may include the Club Children’s Officer, Head Coach, Coaches and Managers amongst others.

**YOUTH COORDINATOR – JOB DESCRIPTION**

**Background**

*Insert Hockey Club* is a vibrant club made up of X adults and Y children. The youth section of our club is a vital part of the club in terms of ensuring the future of the club as well as the importance of providing a quality hockey experience to young players.

**What is my role?**

The Youth Coordinator is responsible for management and administration of the youth section of the club.

**What are the responsibilities of the Youth Coordinator?**

The key responsibilities of the Youth Coordinator include:

1. Work with the youth section’s Coaching Coordinator in overseeing that each group of players has sufficient coaches in place.
2. Ensuring that each group of players have access to appropriate levels of playing and first aid equipment.
3. Working with the Club Children’s Officer in terms of monitoring club participation (noting any drop off) and helping to ensure that there is an effective transition of players from the youth section of the club to the adult section of the club.
4. Coordinating the recruitment of players particularly in relation to club/school links.
5. Coordinating the recruitment of coaches/managers in line with the Code of Ethics and ensuring appropriate player to coach ratios are followed. Also recruiting and managing parents and Youth Leaders to assist with the overall running of the Youth section.
6. Organise fixtures for youth teams.

**Who will I be responsible to?**

You will report to and be a member of the Club Committee. This committee meets on a monthly basis (meetings last approximately 2 hours and are located in the clubhouse).

**What support is available?**

There is support available from the Club Committee in terms of providing you with an induction, details of coaches we have worked with in the past and also sharing plans that have been followed in the past. Ongoing Continuous Professional Development opportunities will also be provided to you for free.

**What else can you tell me about the role?**

This is a very rewarding role as you will be heavily involved in shaping the experience of young people at our club. You should be comfortable working with young people as well as being able to manage and coordinate a group of adult volunteers. It is essential that you are a minimum Hockey Ireland Level 1 Coach and that you have a Code of Ethics Awareness Certificate. The Recruitment and Selection Procedures of the Code of Ethics will apply.

**How much time will I need to give to the role?**

Approximately 2 to 6 hours per week during the season.