

# PORT MELBOURNE BASEBALL CLUB

## Position Description

### Job Title: Junior Program Coordinator

#### Purpose:

The Junior Program Coordinator is responsible for structuring, coordinating and overseeing the Junior Program.

#### Key Responsibilities:

- Prepare and coordinate school clinics and come & try days.
- Recruiting and training of the Junior Program coaches.
- Ensure each team has a minimum of two coaches (preferably one coach is to be a senior player and the other a parent of one of the players).
- Ensure all coaches are trained and educated on the play and skill development of the age group they are coaching
- Responsible for developing training of the Junior Programs drills and skills.
- The coordinator assist coaches in developing active practice plans to maximize the skills and drills in each training session
- Works directly with the coaches, and players to ensure the coaches and players are receiving the highest quality of baseball training.
- Works with club senior coaches to ensure that players from the senior programs are utilized to best benefit the players in the junior program.
- To ensure the effective running of junior games and training sessions.
- To represent the Club at all Junior Delegate meetings held by Baseball Victoria and provide feedback on those meetings to the Committee.
- To encourage the parents of junior players to take an active role in the workings of the Club and to support the Club's where possible.

#### Reports to:

- The Committee.
- President.

#### Qualifications:

- Working with Children Check.
- Can communicate effectively.
- Well organised, pleasant manner, patience, problem-solving ability, dependability.

#### Support:

Training for this position can be provided. In addition, the Committee will be available for questions and assistance.