



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	Female Co-Ordinator	<b>Category:</b>	Committee
<b>Position Description</b>			
To oversee the operations of the Female Teams and competition within the Club. To build and promote the female game and support the players.			
<b>Responsible To</b>			
The Female Co-Ordinator is directly responsible to the President and the club members.			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• representative of Club for female operations</li> <li>• point of contact for promotions of female teams (through website or socials, school newsletters) etc</li> <li>• liaises with volunteers, families of teams and Coaching Coordinator and Club Committee to ensure female teams have appropriate personnel, Coach, Assistant, Team Manager and Sports Trainer</li> <li>• liaises with Team Staff to ensure they have appropriate training and support they require</li> <li>• Forms chat groups, email groups or meetings to seek input and share information to Coaches &amp; Team Manager's of the female teams.</li> <li>• Liaises with President about feedback collected and takes forward to relevant body, committee or forum.</li> <li>• provides email updates to Committee, Coaches &amp; Team Manager's from meetings and forums attended.</li> <li>• 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.</li> <li>• works with Club Committee to ensure the female competition is promoted, this may include liaising with NRL GDO, Schools, and utilising social media marketing.</li> <li>• Liaises with wider community to access opportunities to grow the female competition, and build players awareness of the Women game, ie access/ info about BHP, NRLW games, or visit by key player to training session.</li> <li>• liaises with registrar for registrations of players for female teams.</li> <li>• attends meetings and forums from SEQ, QRL, RLGC or FPC that relate to the female teams and operations.</li> </ul>			
<b>Time Commitment Required &amp; Period of Appointment</b>			
<p>The estimated time commitment required as the Club Female Teams Coordinator is 5-10 hours per week. Hours will vary pending on home rounds and busy periods of the season.</p> <p>The Female Co-Ordinator is appointed for a 1 year period.</p>			