



Majura Football Club Position Description – Referee Coordinator

JOB TITLE:

Referee Coordinator (Volunteer Position)

HOURS PER WEEK:

The estimated time commitment required as the Referee Coordinator is a minimum of 3+ hours per week. Primary days of duty will be days leading up to and including all game Saturdays during the season.

ROLE DESCRIPTION:

To provide vital referee game day allocation and ongoing support to all junior and senior club game leaders and badged Referees.

RESPONSIBILITIES:

- Assist the Administrator in their game day scheduling duties.
- Undertake periodic game assessments of club Referees and provide effective feedback.
- Mentor Referees as required.
- Communicate to Referees on changes to the laws of the game (including miniroos).
- Participate in discussion and decision making of the committee in regards to club Referees.
- Fill in for missing Referees on occasion as required.
- Manage any issues that may arise from spectators on Referee decisions.
- Conduct Referee information sessions as required.

RELATIONSHIPS:

- Reports to the President and Administrator.
- Liaises with various parents, coaches and other Referees.
- Maintains a working relationship with the Capital Football Referee Coordinator.

ACCOUNTABILITY:

- The Referee Coordinator position is accountable to the President and to the Administrator.
- Must seek ratification from the President and General Committee prior to committing the club to any financial expenditure or action.
- Provide a report of their portfolio for each committee meeting.



ESSENTIAL SKILLS:

- Dedicated club person
- Ability to provide calculated opinion in discussions parents and coaches.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on sensitive relevant matters.
- Good match report writing skills.

DESIRABLE SKILLS:

- Good conflict management skills.

VOLUNTEER BENEFITS:

- Community club coordinator role.
- Enhances direct public facing engagement.
- Enhances conflict management and problem-solving skills.
- Enhances the opportunity to influence club Referee policy and processes.