

JOB DESCRIPTION SENIOR COORDINATOR



Our Purpose:

To enrich lives and connect people through positive experiences to build strong communities

Our Values:

Enjoyment, Respect, Collaboration, Inclusive, Ambition

Our Culture:

We promote and celebrate a culture of equality, diversity, inclusion and respect for all people

JOB TITLE	Senior Coordinator
POSITION TYPE	Volunteer
REPORTS TO	South Auckland Rangers AFC – Director of Football and Club Board
DIRECT REPORTS	
LOCATION	Rongomai Park
DATE LAST REVIEWED	October 2025

OVERALL PURPOSE

The Senior Coordinator is responsible for the effective administration of the senior section of the **South Auckland Rangers AFC**. The Senior Coordinator ensures that all players over the age of 16 years old have the opportunity to play senior football. The Senior Coordinator also serves as the link between senior players and the board of **South Auckland Rangers AFC**.

KEY RESPONSIBILITIES

Exact responsibilities will be agreed (and may be shared) but may include:

- Support the club administrator during the registration period
- Maintain an open, fair and transparent process of player placements in teams
- Support coaches and managers for team practices
- Support the coach coordinator to organise team coaches and team managers
- Distribution of equipment and gear to coaches and team managers
- Be a contact point for senior players
- Support the transition of youth players to senior football
- Facilitate and coordinate any home matches for senior teams

DESIRED SKILLS AND KNOWLEDGE

Ideally the Senior Coordinator is someone who:

- Are outgoing, friendly and a “people person”
- Are well organised
- Can lead a team of volunteers
- Has excellent written and oral communication and interpersonal skills.
- Has excellent time-keeping and reliability.
- Is well versed in the club’s policy and procedure documents.
- Is well informed of **South Auckland Rangers AFC** activities.

KEY RELATIONSHIPS

Internal:

- **South Auckland Rangers AFC** Committee/board members
- **South Auckland Rangers AFC** volunteers
- **South Auckland Rangers AFC** coaches and team managers
- **South Auckland Rangers AFC** members

External:

- **Northern Region Football**

DELEGATED AUTHORITIES

Operational Expenditure: nil

Authorisation to Hire: nil

Authorised to sign contracts: nil

QUALIFICATIONS

Essential:

-

Preferred:

- NZF Senior Level 1 Coaching Award

Time Commitment Required

Time Commitment Required

The estimated time commitment required as the Youth Coordinator of **South Auckland Rangers AFC** is _____ hours per week.

The time commitment required as the youth coordinator of a club/group varies greatly from club/group to club/group.

Senior Coordinator Name: _____

Senior Coordinator Signature: _____

Date Signed: _____