

JOB DESCRIPTION YOUTH 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	Youth Coordinator – COMBINED AS JUNIOR AND YOUTH
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 Youth Coordinator is responsible for the effective administration of the youth section of the **South Auckland Rangers AFC**. The Youth Coordinator ensures that all players between the ages of thirteen to nineteen years old have the opportunity to learn and play football. The Youth Coordinator also serves as the link between youth 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
- Ensure the principles of Balance is Better is applied to club youth activity
- Delivery of youth football meets the optimal guidelines as outlined in the NZF McDonald's Youth Framework
- 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 parents of youth players
- Support the transition of youth players to senior football

DESIRED SKILLS AND KNOWLEDGE

Ideally the Youth 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 clubs policy and procedure documents.
- Is well informed of **(Insert club name)** activities.

KEY RELATIONSHIPS

Internal:

- **South Auckland Rangers AFC** 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:

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Preferred:

- NZF Youth Level 2 Coaching Award

Time Commitment Required

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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.

Youth Coordinator Name: _____

Youth Coordinator Signature: _____

Date Signed: _____