

***Job Title:*** Junior Program Co-ordinator

***Purpose:*** The Junior Program Co-ordinator is responsible for structuring, coordinating, and overseeing Melbourne Softball Association’s Junior Program – Minor League Fully Loaded T-Ball

***Engagement:*** Volunteer – anticipated 5 hours per week during April-July 2021 period, including ten Sundays from 9:00am – 12:30pm

***Key Responsibilities:***

* Successfully conduct of the Minor League Fully Loaded T-Ball training sessions and games, by:
	+ Preparation and co-ordination of the competition on Sundays
	+ Arranging teams to have a minimum ratio of 1 coach to 8-10 girls and boys.
	+ Collaborate with coaches to facilitate the relevant resources of the active practice plans and to maximise the skills and drills for each training session.
	+ Ensure each team has a minimum of two coaches, along with a scorer and manager.
	+ Conduct program evaluations from coaches, participants, and parent to gain ongoing improvements in conducting Minor League.
* Assist in the recruitment of accredited Junior Program coaches
* Working with the Melbourne Softball’s Executive Member to respond to enquiries.
* Liaise with Softball Victoria’s Regional Development Co-ordinator West in relation to Minor League Fully Loaded T-Ball matters
* Encourage parents of junior players to take an active role in the workings of Melbourne Softball Association and to support and assist the Minor League Fully Loaded T-Ball program where possible.

***MSA Executive Committee Member Liaison***

* Poppy Bouhalis

***Criteria***

*Mandatory*

* Current Working with Children Check
* Softball Batter Up Coaching Induction
* Have a demeanor that is conducive to engaging children in the Minor League program
* Can communicate effectively, both orally and in writing, with children and adults
* Be well organised, have problem‐solving ability and dependability.
* Be pleasant in manner and have patience.

*Desirable*

* Softball Fundamental Skills (complete or working towards completion)

***Support:***

Training and ongoing support for this position can be provided.

Submit a [Volunteer Expression of Interest](http://melbournesoftball.org.au/minor-league/volunteers-wanted/) form by mid-March 2021.

For further information, please contact:

Ms Poppy Bouhalis, Melbourne Softball Association Executive Committee Member

E: minorleague@melbournesoftball.org.au