Position Description
SUBJUNIOR COORDINATOR

Objectives

As the Program Coordinator & Lead Coach, you are the face of the club for our newest and youngest members and their families. You will design and lead weekly sessions that transform basic drills into engaging games, ensuring every child feels included and successful.

Position within the Committee:

☐ Executive ☐ Committee ☑ Volunteer

Duties Profile

- Plan and deliver age-appropriate, play-focussed weekly sessions focused on the FUNdamental, basic throwing/catching, hitting and running and skills, and fun, play-based activities.
- Create a predictable session structure that supports young children's confidence, safety, and enjoyment, and in line with club's Development Plan and Curriculum/Play-by-Play Handbook.
- Adapt activities to suit varying developmental stages, abilities, and attention spans. The ability to quickly pivot activities if the group's attention span starts to wane is an advantage.
- Ensure all equipment is safe, suitable, and set up before each session.
- Welcome families each week and communicate session expectations in a warm, clear, and consistent manner.
- Promote a welcoming environment that encourages long-term participation in diamond sports.
- Recruit, brief, and support parent helpers to assist with activities, equipment setup, and group management (children learn best when family is involved).
- Provide simple guidance to parents on how they can support their child during sessions (e.g., active involvement in training and minigames – kids learn best when their family is involved, encouraging participation, modelling positive behaviour).
- Communicate any schedule changes, safety updates, or program notices through club-approved channels.
- Provide parents with regular resources to support their child in developing physical literacy skills at home.
- Provide feedback to the committee on program improvements, resource needs, or emerging issues.

Qualifications and Experience

Working With Children Check and Play By the Rules Safeguarding training.
Strong communication skills with both children and adults.
Basic knowledge of teeball/baseball/softball fundamentals (training can be provided)

Accountability

Development Officer

<u>Reference Documents</u>
Development Plan
Curriculum / Play-by-Play Handbook
Subjunior Program
Little League Teeball

KALAMUNDA RANGERS

Teeball – Baseball – Softball

Where the Whole Family can Play