

POSITION DESCRIPTION

AUSKICK COORDINATOR

Position	Auskick Coordinator
Reports to	Norwood Junior Football Club President
Season	2027 Auskick season
Location	Norwood Junior Football Club home ground
Commitment	During season: Weekly Friday sessions, 5:00pm–6:30pm, plus pre-season and end-of-season events

WHY JOIN NJFC?

At Norwood Junior Football Club, Auskick is where the footy journey begins. As Auskick Coordinator, you'll be the friendly face that makes sure every child and family who walks through our gates on a Friday night feels welcome, safe and excited to be there. You'll work alongside a connected, supportive committee that genuinely values its volunteers, and you'll get to see the small wins that make grassroots footy so special.

ROLE PURPOSE

The Auskick Coordinator leads the week-to-week running of our Auskick program, from pre-season promotion through to presentation night. Working closely with our volunteer coaches, the Auskick Admin Coordinator and families, this role keeps sessions organised, kids accounted for, and the whole experience fun, safe and rewarding from first whistle to final award.

KEY AREAS OF FOCUS

- Pre-season promotion and enrolment
- Weekly session logistics and communication
- Player attendance, groupings and gear
- Awards, recognition and presentation night
- Pathway to Under 7s

KEY RESPONSIBILITIES

Pre-season

- Support pre-season advertising of the Auskick program, including contacting local schools and coordinating social media promotion with the Marketing & Communications lead.

Weekly, during the season

- Send a weekly email to Auskick parents with session details, reminders and any updates.
- Collate the list of participating kids each week and organise them into appropriate groups.
- Attend every session from 5:00pm to assist with setup, mark off attending kids, and stay until 6:30pm to help with awards and pack up.
- Distribute jumpers and bibs each week and ensure they're collected again afterwards.
- Allocate and hand out awards and certificates at the end of each session.

End of season

- Collect Star of the Week and end-of-season award materials from EFNL.
- Organise and MC the Auskick presentation night, celebrating every child's season.

- Organise the Under 7s transition program to help families move smoothly into junior football the following year.

SEASON COMMITMENT

- Attend all Friday Auskick sessions for the season, 5:00pm–6:30pm (setup through to awards and pack-up).
- A few extra hours in the lead-up to the season for promotion and planning, and around presentation night.

SKILLS & ATTRIBUTES

- Warm, organised and reliable, the kind of person families notice and trust on a Friday night.
- Comfortable communicating with parents by email and in person.
- Happy working alongside volunteer coaches and supporting them, not just directing them.
- Genuinely enjoys being around young children and creating a positive, inclusive environment.
- Must hold, or be willing to obtain, a current Working with Children Check.

SUPPORT & RESOURCES

- Session plans, group lists and PlayHQ tools from the previous season.
 - Support from the Auskick Admin Coordinator and Marketing & Communications lead for promotion and parent comms.
 - Access to EFNL Auskick award materials and presentation night resources.
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Interested or want to know more? Reach out to njfc.comms@outlook.com, we'd love to have a chat.