

BGSC Mini Age Group Coordinator – Job Description

The Age Group Coordinator does the following throughout the soccer season:

Season Start/End

- Contacts returning coaches and recruits new coaches for the season
- Coordinates re-registration of previous season players and teams usually at the Mini Windup
- Forms new teams and fills players into existing teams
- Handles questions
- Informs coaches of meetings and training clinics
- Contacts all players who did not re-register for the next season to determine the reason for not returning
- Attends Monthly BGSC Executive Meetings

August

- Monitors the online registration system and begins to form teams
- Forms new teams and/or fills players into existing teams
- Contacts returning coaches and recruits new coaches and informs them of the Season Start Coaches Meeting
- Handles questions from parents

September

- Monitors the online registration system and begins to form teams
- Creates game schedules for in house play
- Communicates with coaches and equipment managers
- Handles questions
- Tries to accommodate late registrations
- Schedules training times with technical coaches
- Sends Age Group Weekly Update to Coaches, Vice President and Webmaster

October to December

- Handles questions
- Informs coaches of meetings and training clinics
- Sends Age Group Weekly Update to Coaches, Vice President and Webmaster

January to March

- Handles questions
- Informs coaches of meetings and training clinics
- U10 Coordinator sets up and runs introduction to 11 a side play
- Helps coordinate the mini windup
- Sends Age Group Weekly Update to Coaches, Vice President and Webmaster