



Templates

JUNIOR COORDINATOR

NEW STAR PATCHWAY

Name of Junior Coordinator: Alison Finn

Responsible to: Chair / Parents Forum

SKILLS

- Administration skills desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club
- Approachable
- Knowledge for Schools Sports Partnerships
- Knowledge of County Sport Partnership

ROLE / MAIN DUTIES

1. To lead junior club development work including the coordination of junior club development plans.
2. To recruit and manage junior coaches, team managers and other volunteers as necessary.
3. To ensure that appropriate policies and guidelines are in place for junior members and those people working with juniors.
4. To represent the interests of junior members at Parents forum meetings.
5. To manage problems and issues arising from the junior section.
6. To work with other agencies such as local schools and local authority sports development units to improve/sustain club membership.
7. To review the activities of the junior section through feedback and evaluation on an annual basis.
8. Source, establish and develop sustainable links with local schools
9. Manage and promote club links with identified schools
10. Liaise with Development Officer, Club Coach and Head teacher to organise taster/come and try sessions
11. Invite pupils to attend specific taster/come and try sessions
12. Communicate delivery of taster sessions to schools
13. Liaise with local Schools, Sports Development Officer, Schools Sports Coordinators
14. Distribute information as required to Schools