

Role Outline: Junior Coordinator

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator

MAIN DUTIES

- 1) Ambassador of the Club.
- 2) Be a point of contact, meet and Greet potential new club members at track nights, open meetings, inter schools.
- 3) Liaise with new members parents; give background information about our club regarding the benefits of joining.
- 4) Inform parents about child protection policy, who at the club are designated as Welfare Officers.
- 5) Have membership forms available on request.
- 6) Encourage parents to become more involved with the club, invite them to volunteer time in some form.
- 7) Encourage parents to attend matches home as well as away, including cross country and indoor fixtures, give out information about transport arrangements where applicable.
- 8) Pass on information about what's happening at the Club.
- 9) Attend committee meetings.