



Templates

TASK DESCRIPTION: JUNIOR COORDINATOR

NAME OF CLUB

Name of Junior Coordinator:

Responsible to: *NAME OF CLUB* Management Committee

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 Management Committee 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.