

BIDEFORD CANOE CLUB
ROLE & RESPONSIBILITIES OF
THE JUNIOR COORDINATOR



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Bideford Canoe Club

w: www.bidefordcanoecub.co.uk

e: info@bidefordcanoecub.co.uk

t: 01237 475430

ROLE & RESPONSIBILITIES OF THE JUNIOR COORDINATOR

Role:	Junior Coordinator (Adult Position)
Responsible to:	Committee through the chairperson
Role purpose:	To organise a programme of coaching and events for junior members of the club
Commitment:	1 – 2 hours per week plus relevant committee meetings

Main Tasks

- ❖ Act as the main contact for new and existing junior members
- ❖ Plan and coordinate activities for junior members and potential members
- ❖ Provide information on access to junior members
- ❖ Encourage participation of juniors in regional and club events
- ❖ Ensure regular reports are submitted to the club committee
- ❖ Ensure Paddlepower activities are planned and coordinated
- ❖ Promote volunteer opportunities within the club to young people
- ❖ To liaise with the Child Protection and Welfare Officer to ensure that all child protection policies are maintained throughout the club including at all events

Skills required

- ❖ Organised and knowledgeable about junior awards and initiatives
- ❖ Able to do basic administration
- ❖ Good communication and enthusiastic

Resources to assist in role

- ❖ BCU Paddlepower resources
- ❖ BCU/Canoe England Cadet Leader Award
- ❖ Runningsports Top Tips 'Young People as Volunteers'



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