

# **Junior Representative/Coordinator**

## **Club Junior Representative/Coordinator Job Description and TORs**

Responsible to: Club 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'