



Role & Responsibilities of the **Junior Coordinator**

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| Role: | Junior Coordinator |
| 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
- Running**sports** Top Tips 'Young People as Volunteers'