



**Task Description: Junior Coordinator
Harlequins Orienteering Club**

Name of Junior Coordinator: Ruth Lockley

Responsible to: Harlequins Orienteering 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 support links 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.