

Position Description – Junior Coordinator



Length of Term: Two years

Mission:

“In partnership with our clubs, support, encourage and grow golf in an enjoyable environment”

Vision:

“To be engaging and supporting leaders to the WDGA member clubs.”

Purpose

The Junior Coordinator purpose is with assistance from WDGA Match Committee, to oversee Junior development within the Western District Golf Association. The Junior Coordinator is also responsible for overseeing and organizing the junior events ran by WDGA.

Key Roles & Responsibilities

Administration

- Produce junior development content for newsletters and the web site
- Develop and coordinate the Associations Junior Development Plan
- Maintain the junior development budget
- Identify and recruit others to help with junior tasks as necessary
- Ensure that all assistants have working with children checks
- Attend relevant District Meetings
- Assist with the application for junior funding grants
- Ensure that relevant Risk Management, Safety, and Member Protection policies and procedures are followed accordingly.

Competitions and Coaching

- Arrange association junior competitions for WDGA
- Assist when required WDGA member clubs to hold junior competitions
- Advise on the selection of juniors for entry into camps
- To be responsible for the co-ordination of District representative teams
- Assist the identification of talented juniors.

Essential Skills & Requirements

- Must hold a valid Working with Children Check
- Highly recommended that the Junior Coordinator completes the community golf coach course.

Approved: WDGA Executive: June 2nd 2020
Revised July 2020
Review Date: June 2022