

Junior Coordinator - Role Description

## **Purpose of the role:**

To help in the development and growth of the Junior Section at RGC, committed to helping juniors develop as both golfers and Young People. You will be fully supported by the Head PGA Professional, Captains and the Board of Directors.

**Responsibilities:**

* Coordinate all activity within the Junior Section.
* Work with the Head PGA Professional to attract and retain new junior golfers, through liaison with local schools, and marketing campaigns.
* Support the Head PGA Professional to coordinate a structured coaching programme for juniors.
* Support juniors in getting their first handicap.
* Arrange competitions for juniors at RGC.
* Arrange matches against other Golf Clubs and, where necessary, arrange transport.
* Working with the Board of Directors ensure the course, facilities and membership options meet the needs of junior golfers.
* Together with the Board, establish a team of volunteers to help with all aspects of Junior golf at RGC.

**Time Commitment:**

Usually once or twice per week, through dialogue with the Head PGA Professional.

**Responsible to:**

Chairman.

**Term of Office:**

Three years.

**Skills required:**

* Dedicated to Junior Golf with enthusiasm and energy.
* Organised with good administration skills.
* Good communication skills with young people.
* Basic knowledge of golf rules, etiquette and the World Handicap System.
* Assist with the Club’s safeguarding policy and procedures.
* The role requires completion of the Enhanced DBS check through England Golf.

**If you feel you could take on this important role at RGC or need further details, please contact Amy or any member of the Board.**