

# 4.3.9c Junior Development Co-ordinator

(Job Description)



**Club name:** Clarkston Tennis Club

**Name of Junior Co-ordinator:** Jill Montgomery (as of Nov'10)

**Responsible to:** The Clarkston Tennis Club Committee

## Main duties:

1. To lead junior club development including the co-ordination of junior club development plans.
2. To recruit and manage junior 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 Tennis Committee meetings.
5. To manage problems and issues arising from the junior section.
6. To review the activities of the junior section through feedback and evaluation on an annual basis.