

**Alpine Cycling Club Position Description:****Position:** Junior Coordinator**Member of Club Executive Committee:** Yes**Length of Tenure:** Unbounded**Scope of Role:**

Coordinate and promote the Junior Program including leading a team of people to ensure that all aspects of the Junior MTB Program run efficiently and complies with club policy and statutory requirements. Demonstrated commitment to the ongoing sustainability of the program.

**Primary Functions:**

- promote the Junior Program through social and mainstream media and school newsletters; ensure information about the program on Club website is up to date
- recruit and support team members
- review program to ensure it meets the needs of all participants and the club
- encourage participation and a sense of community for junior riders and their families
- represent and promote the Club in the community
- chair junior program meetings
- facilitate decisions regarding week to week cancellation due to weather or other external factors
- central point of communication between club and junior membership
- manage membership list and distribution of name plates
- oversee program finances
- oversee risk management as it relates to the program
- oversee Child Safe and other legislative requirements
- coordinate Junior Athlete Award
- seek out further opportunities for junior members (camps, coaching, grants etc.)
- represent Junior Program on Executive Committee
- Be a current ACC member
- Be an active participant in succession planning and foster an environment of collegiality and support to others.
- Proactive and contributing member of the Executive committee
- Serve the membership and Executive Committee to achieve outcomes as defined in the Club's annual plan

- Support all other Club functions with information and value-adding organisational work

### **Key Skill Attributes:**

- Good communication skills both verbal and written
- Enthusiastic, engaged and respectful
- Ability to lead a team
- > 9 meetings per annum
- scheduling and planning skills
- ability to manage a simple budget
- Working knowledge of computing programs relevant to the role:
  - MS Office, Mailchimp
  - Gsuite
  - Facebook

### **The Junior Program Team may include:**

#### **\*Level Coordinator:**

- ensure that the guidelines for group sizes and supervision are followed
- ensure that sufficient ride leaders for each group each week – Coordinator should have the phone number of all potential ride leaders and create a roster or phone list to ensure that each week there are sufficient and appropriate ride leaders
- accept new riders into the level and move riders into other group if their skill level/fitness etc are not appropriate
- ensure that each ride group has one club backpack on every ride
- ensure that each ride group has at least one phone with coordinator phone numbers
- Ensure that any variations to usual operation are considered against risk assessment and parent prior approval, this may include, but is not limited to alternate meeting point, skills coaching, shuttles, Hero Trail, longer rides

#### **Ride Leader:**

Key purpose of this role is to guide a group of kids safely on tracks that interest them and assist them to become better riders.

Ideal group size is six kids with a minimum of one adult supervisor (2 adults are recommended for larger groups or groups with younger kids)

- Maximum group size 16 people
- conduct regular head counts
- ensure group knows proposed route and stays together

- continue to assess suitability of route for the ability and fitness of riders
- monitor wellbeing of participants
- monitor time to ensure they return to base on time
- have fun

Carry a mobile phone

Carry club backpack with first aid kit

**\*Administration Officer:**

- Manage membership List
- welcome email to new members with details of program
- manage ordering and distribution of name plates
- manage ordering and distribution of t-shirts
- minutes of meetings
- Program updates to members

**\*Events Coordinator/s:**

Plan and deliver:

1. Junior Development Day early Term 4
2. Junior MTB Race Series – a series of 5 – 6 races over Term 4 and Term 1
3. End of Term BBQ

\* People taking on significant roles are eligible to have their children participate in the program at no cost.

*The Junior Program is constantly evolving and roles may change to suit changing circumstances.*

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