

Ringwood Golf Club

Position Description



Juniors Co Ordinator

Responsibilities:

1. The Junior Coordinator is responsible for ensuring the development and encouragement of boys and girls involved in our junior program.
2. Work with the Secretary to maintain records of RGC members assisting the Juniors program. (Working with Children checks, Golf Australia Community Instructor, etc)
3. Co-ordinate and manage golf play program sessions including the organising of RGC members assisting golf play sessions.
4. Liase with Maroondah Council staff to promote the junior's program, and coordinate tee bookings.
5. Work with club captain to ensure appropriate assessments of juniors who become RGC members, that is, assessments related to advancing from the junior program to playing competition golf.
6. Facilitate promotion of junior's program within the club, the community and Maroondah Leisure staff.
7. Develop volunteer list from RGC members that volunteer to assist with golf play sessions.
8. Provide monthly update to the RGC Committee regarding the junior program [typically in the form of a (short) written report not necessarily in person]

Appointment term and Time Commitment required.

- The Junior Co-Ordinator is appointed for a term of 24 months.
- Estimated time commitment required for this role will vary depending on the number of juniors involved in the program but iniataly it is estimated to involve (4) hours per week.