



Job Description

Job Title	Junior Organiser
Date	September 2023
Job Holder	
Date Appointed	AGM
Expenditure Authority	None without committee approval
Main Duties	

Overall

- Support the club in all its activities and specifically by attending club tennis sessions and social events
- Actively encourage new Junior members and support tennis activities at all levels
- Oversee the activities of junior tennis club sessions
- Develop an annual programme of junior activity and present same to the committee
- Encourage parents to participate in running junior team in summer Aegon league
- Maintain strong relationship with Club Head Coach and his coaches
- Attend Committee Meetings

Specifically

- To ensure that Saturday morning Coaching sessions are organised with our club Coach
- To arrange/organise other Junior play sessions on Saturday and/or Tuesday early evening roll-up
- To organise the annual junior tournament and Junior finals day
- To arrange that the maintenance officer received all details of winners for trophies/boards
- To report on junior progress at committee meetings
- To bring issues regarding child safety to the notice of the Welfare Officer and make recommendations for any needed changes in procedures.