

# Position Description – Junior Coordinator



**Reports to:**  
President &  
Board



**Meeting Attendance:**  
As requested



**Length of Term:**  
No set Term

## ***Position Overview***

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The Junior Coordinator is responsible for development and oversight of the SWGA junior program.

The Junior Coordinator is not a member of the SWGA Board but is required to work closely with Golf Operations Committee's.

## ***Role & Responsibilities***

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### **Administration**

- ✓ Produce junior development content for newsletters and the web site
- ✓ Develop and coordinate the SWGA Junior Development Plan
- ✓ Maintain the junior development budget
- ✓ Identify and recruit others to help with junior tasks as necessary
- ✓ Ensure that all assistants have working with children checks
- ✓ Attend relevant District Meetings
- ✓ Assist with the application for junior funding grants
- ✓ Ensure that relevant Risk Management, Child Safety, and Member Protection policies and procedures are followed accordingly

### **Competitions**

- ✓ Arrange district junior competitions.
- ✓ Assist SWGA member clubs to hold junior competitions when required
- ✓ Select and coordinate Junior Representative Teams
- ✓ Advise on the selection of juniors for entry into camps
- ✓ Assist the identification of talented juniors for Barwon Sports Academy & Golf Australia High Performance Programs

## ***Skills & Requirements***

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- ✓ Undertake the role in good faith and honesty, always acting in the best interest of the district.
- ✓ Attend Committee meetings as required.
- ✓ Must hold a valid Working with Children Check
- ✓ Can communicate effectively with all stakeholders.
- ✓ Can oversee SWGA Junior activities.
- ✓ Is a supportive leader for all members
- ✓ Unbiased and impartial on all issues.
- ✓ Receptive to change.

## ***Review of Position***

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- ✓ The Junior Coordinator & Board will conduct an annual review of this Position Description to ensure they remain consistent with the district's strategy, objectives, and responsibilities.