**Role & Responsibilities of the**

**Youth Co-ordinator**

Role: Youth Co-ordinator (Adult Position)

Responsible to: Trustees through the Chair of Trustees

Role purpose: To organise a programme of activities and events for junior members of the club.

Commitment: Probably 2-3 hours per month plus monthly trustee meetings and other regular meetings

Main Tasks:

* Produce a three-year plan for youth activities and support the paddlers and coaches to act on that plan
* Act as the main contact for new and existing junior members
* Plan and coordinate activities for junior members and potential members
* Provide information on access to junior members
* Encourage participation of juniors in regional and club events
* Promote volunteer opportunities within the club to young people
* To liaise with the Child Protection and Welfare Officer to ensure that all child protection policies are maintained throughout the club including at all events

Skills required

* Organised and with an interest in junior paddlers
* Able to do basic administration
* Good communication skills and enthusiastic
* Able to meet with Junior paddlers on a regular basis.

Requirements for the role

The person elected will serve as a trustee and agrees to sign all relevant trustee declarations as required by the Charity Commission. They agree to represent the best interests of the club in all situations and report any potential conflicts of interest to the Trustees, and possibly the Charity Commission.