



JOB DESCRIPTION

JUNIOR TRAINING OFFICER

The Junior Training Officer organises all training sessions to provide a comprehensive programme accessible to all Yorkshire girls under 18, appropriate to ability.

Key Responsibilities

- Liaise with the County coaches to establish the number of sessions, dates and venues for all groups; as approved by the YLCGA Executive Committee.
- Compile and maintain a master timetable of coaching sessions and a register of player attendance.
- Organise volunteer supervisors for all sessions.
- Communicate all information regarding coaching sessions, including payment methods, to parents.
- Work with the Treasurer to ensure all training fees are paid on time,
- Circulate information re cancellation and rescheduled sessions when necessary.
- Circulate applications for training and arrange assessment sessions for late referrals.
- Attend Junior Committee meetings and the annual Selection meeting in August.
- Support the County Junior Organiser at Regional events and the Junior Jamboree.

Key Attributes Required

- Experience of working with children and their families.
- Organisational and IT skills.
- Leadership skills.
- A reasonable knowledge of golf.

Effective from the AGM November 2023

Expenses covered in line with current YLCGA Policies

Application Process

A letter of application accompanied by a CV. A letter of proposal from the applicant's home club seconded by another club, should be sent by post or email to the County Secretary: Mrs Lesly Ford, Barn House, Thormanby, York YO61 4NN. Email: leslyford@hotmail.com

Closing date for applications 31 August 2023

Members of the YLCGA Executive and Junior Committee are required to attend a Good Practice and Child Protection Workshop. An Enhanced DBS check may be required, subject to responsibilities.

Informal discussion with the Junior Training Officer is welcomed

Lesly Mather Tel. 01653 694745 Email. lupilam@icloud.com