## Schools Co-ordinator Role Description

**Overview of the Role**

The Schools Co-ordinator establishes and develops relationships with local schools to increase the number of junior members at your venue

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Agree which schools to target, and how to engage them (e.g. Mini Tennis)
* Deciding how to support the school on their provision of tennis (e.g. taster sessions)
* Making contact with local schools, requesting meetings to discuss working together
* Promoting and communicating opportunities (e.g. with flyers, emails etc.)
* Keeping in contact with schools every term, informing them of any relevant club events.

**Skills and experiences needed for the role**

* Understanding of how schools operate
* Good organisation and IT skills
* Communication skills – verbal and written
* Enthusiastic, passionate ambassador

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will be asked to attend management committee meetings where possible
* You may be required to attend school meetings during school hours

**Further Information**

* This role requires a DBS check – speak to the Welfare Officer for more information