

Guildford Archery Club

: Job Description

JOB TITLE: Beginners Course Coordinator

RESPONSIBLE TO: Hon. Sec.

SKILLS REQUIRED:

- Well organised
- Good communication skills to liaise with the public and club members
- Prepared to make occasional time commitmentmGeneral Admin and Computer skills. Keeping track of bookings, monies etc.

MAIN DUTIES:

- 1) To organise and administrate archery beginners courses.
- 2) To agree with the committee and arrange dates of courses.
- 3) Liaise with webmaster for inclusion on diary/web etc. Advertise courses as required. For winter course liaise with Ash Manor over number etc.
- 4) Take booking via website/phone and liaise with the general public regarding courses.
- 5) Take fees, keep a record of finances and at regular intervals pass to treasurer.
- 6) Liaise with club members to organise a course leader and helpers/tutors to run the course. (Not vital that coordinator runs or teaches, but useful if there for admin etc.)
- 7) Admin during the course it self. Create register of attendees, liaise with course leader over certificates. Produce certificates as require, print handouts, scoresheets etc for the course.
- 8) Liaise with Armourer/Equipment officer over repairs, equipment needs etc.
- 9) Liaise with membership sec. over any prospective members. Organise someone to do the end of course presentation.

ALL COURSES 3 X 2 HOUR LESSONS)

- BE MAIN CONTACT POINT (LIAISE WITH P.R.O. & SECRETARY; MANY ENQUIRIES COME THROUGH THE WEBSITE TO THE SECRETARY.)
- ORGANISE TEAM TO LOOK AFTER BEGINNERS EQUIPMENT (BOWS, ARROWS, TABS & BRACERS)

COURSES:

- LESSON 1, WELCOME AND INTRODUCTION, DEAL WITH ADMINISTRATION, COLLECT COURSE FEE'S.
- LESSON 2, HAND OUT MEMBERSHIP APPLICATION FORMS AND CLUB INFORMATION SHEETS.
- LESSON 3 COLLECT MEMBERSHIP APPLICATION FORMS FROM THOSE WISHING TO JOIN THE CLUB, ORGANISE AND RECORD HIRE OF EQUIPMENT (BOWS, ARROWS ETC)

WINTER COURSES ARE BOOKED AND PAID THROUGH ASH MANOR SCHOOL SPORTS HALL. HAND LIST OF NAMES FOR COURSES TO RECEPTIONIST PRIOR TO START DATE OF COURSE.

TWO WINTER COURSES ARE NORMALLY RUN

COURSE 1. FIRST 3 WEEKS OF NOVEMBER

COURSE 2, LAST SUNDAY OF JANUARY & FIRST 2 SUNDAYS OF FEBRUARY.