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**GET INTO GOLF**

**CLUB RESOURCES**

**8. Coordinator Job Advert & Role Description (Template)**

***Are you passionate about growing the game of golf? Can you deliver a great experience to beginner golfers? Do you want to help the club grow its membership?***

We need a volunteer to coordinate our Get into Golf programme. It’s an exciting and rewarding role with the objective of recruiting and inspiring new golfers to develop a love of the game!

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| **Key skills required:** | **We need someone who can:** |
| A good communicator | Make newcomers feel welcome |
| Approachable, friendly, reliable | Understand the challenges of beginner golfers |
| Well organised | Create a welcoming and friendly environment |
| Passionate about the club | Bring a group of people together |

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| **Roles & Responsibilities:** |
| * To work with the PGA Pro and/or volunteer coaches and Club Manager to coordinate the Get into Golf programme * To deliver a programme of coaching, playing and social experiences for participants * To create a welcoming and friendly environment to make newcomers feel comfortable and engaged * To support communication and keep participants informed throughout the programme * To motivate participants to maintain an interest in golf and encourage progress onto introductory or other forms of membership * To lead a team of volunteer buddies to support the programme * To encourage interaction between participants * To gather feedback, review the programme and make improvements for future activity * To keep the Committee informed of the programme’s progress and success |

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| **Time Commitments:** |
| The role is flexible depending on your availability, but we would encourage the coordinator to:   * Attend Get into Golf planning meetings as required * Support the pro and/or volunteer coaches at Get into Golf coaching sessions * Attend and support Get into Golf social events |

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| **Interested?** |
| If you are interested in volunteering for this role, please contact the Club Manager via the details below:   * Club Manager Name * E-Mail Address * Phone Number   We look forward to hearing from you! |