**Junior Series Coordinator - Job Description**

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| **Volunteer Job Title** | Junior Series Coordinator |
| **Type of Volunteering** | To act as on Junior Series Coordinator on the West Midlands regional committee. |
| **Main Purpose** | * To organise the junior series * Collate and update West Midlands Junior Series points tables * Circulates series updates to registered Triathlon England competitors and Triathlon England West Midlands affiliated clubs |
| **Responsible to** | Other committee members |
| **Competencies / Experience required** | Must be reliable, approachable and athlete centred. They should have good planning, communication, organisational skills.  **MUST HAVE A CURRENT DBS CHECK** |
| Commitment required | Approximately 4 x 2hour meetings per year, plus attendance at races when required.   * Quarterly updates emailed to the committee secretary and communications officer. * Be prepared to act as a signatory on the Bank Account |
| **Support received from:** | Other regional committee members and RPM |
| **Is this Volunteer Opportunity open to disabled persons?** | Yes. |