**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
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| **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
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| **Support received from:** | Other regional committee members and RPM  |
| **Is this Volunteer Opportunity open to disabled persons?** | Yes. |