



Beginners Coordinator

NAME OF CLUB:	Hungerford Hares
ROLE:	Beginners Coordinator
RESPONSIBLE TO:	Club Committee

Typical Responsibilities:

- To help deliver high quality beginner/aspiring running programmes for the club
- To effectively plan, develop, implement and evaluate all sessions in a structured way, to ensure that the experience of the participants is of a high quality and is centred round the needs of the participant.
- To maintain records of attendance of all sessions and ensure that participants complete the relevant disclaimer form
- To assess the group and problem solve to suit the needs of the group.
- To be a positive role model at all times
- Recognise the achievements of individuals in your group and celebrate success!
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Arranging handover or succession planning for the position