

Nottinghamshire County Ladies Golf Association

Assistant Junior Coordinator

We have an increased number of girls playing golf within the county, and as a result we are looking for an assistant to help.

Could that be you?

If you are interested or would like more information please contact Emma Howie

☎ 07946 748447

✉ emma.seton@talk21.com



The Assistant Coordinator would have responsibilities towards looking after our younger girls who are starting to play, helping to maintain our contacts database and safeguarding governance.

This would mean:

- Attending 8 days of Nippers Tour events between April and September to help with the smooth running of the events
- Attending NCLGA junior events which have par 3 competitions attached – usually 5 during the April to October season
- Gathering tracker forms for the girls and helping maintain the junior contacts database
- Ensure parents/juniors/helpers comply with our code of conduct
- Monitor when DBS checks are due and liaise with County Welfare officer to arrange them

The events to attend are predominately during the week in the school holidays, with a few on Sundays, they are all within the county and most last around 6 hours. (Expenses are paid.)

There is a small amount of administration, approximately 2-3 hours each month, to keep records up to date using Excel and Word, with a few emails to chase when required.