



# NCCC Junior Coordinator role description



**Title-**

**Reports to-**

**Position Statement-** Organise and facilitate

**Strategic Relationships –**

**Key Working Documents-**

**Job Tasks**

- Assist with formulating, coordinating & facilitating

**Equipment and Resources -**

**Knowledge and Skills required –**

- Communicates effectively.
- Is organised and can delegate tasks when required.
- Can maintain confidentiality on relevant matters.
- Has working knowledge of the club and its policies and processes.
- Computer access and minimum basic program competencies.

**Attendance Requirement**

**Remuneration – reimbursement of expenses/honorarium**

Signed ----- date ----- **President**

Signed ----- date -----

The role is a one year appointment as appointed by the Committee.

See following pages for possible inclusions.....