

Pickleball Kelowna Club

Clinics Co-ordinator - Job Description

Sept 2017

Attend Club board meetings with other directors as required.

Prepare plans for clinics for each Tuesday evening or other date(s) for Club to present to first board meeting in spring for review and approval by board.

Plan clinics that include a good rotation for beginners, 3.0, 3.5 & 4.0 skills, serving, drills and other lessons that would bring variety and interest to Club members.

Communicate with the Head Referee, Nationals to offer referee clinics as required.

Communicate with the Youth Coach to offer a clinic(s) as required.

Recruit Club members and others from outside the Club to teach/share their knowledge.

Recruit member(s) to help with sign-up/fee collecting for clinics as required.

Communicate with TrackitHub Coordinator for clinics that use this facility.

Upon completion of ratings reviews, submit changes to club Registrar and TrackitHub coordinator. Send out emails to new 3.0, 3.5 and 4.0 members with details of groups they can attend.

Communicate with Vice-President to publish clinics on website/newsletters/bulletin board as needed.

Other duties as assigned from board meetings.

Represent Pickleball Kelowna Club both in the community and beyond.

Terms of office - two years October 1st to September 30th