Provide a Program Coordinator's report at monthly Local Committee meetings with an update on each program including:

- Plans for upcoming season
- Facility, equipment, or uniform needs
- New program requirements (additional volunteers, etc.)

Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required

Attend monthly Local Committee meeting

(Option B Program Coordinator: 2 Positions Facilities & Coaching)

Job Description Position 1: Facilities

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Coordinate facilities used for all programs run by the Local and ensure that they have the equipment and uniforms required.

Specific Accountabilities:

Develop a program schedule with time/date/location for all programs offered in the Local

Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required

Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)

Liaise with coaches on equipment, facility and uniform needs and requirements (not applicable if there is an Equipment Manager)

Provide Program Coordinator's report at monthly Local Committee meetings with an update on all facility, equipment & uniform information and needs

Assist with facilities and support for local competitions and/or regional events as required

Attend monthly Local Committee meetings