Junior Co-ordinator – Tennis

Purpose of the Role

To lead and support all junior tennis activity and events at the club, ensuring young players feel engaged, included and part of a thriving junior section.

(All junior-specific events fall within this role. Adult events are overseen separately by the Adult Events Co-ordinator.)

Key Responsibilities

1. Organise and oversee junior social events throughout the year.
2. Manage the Junior budget / "Junior Kitty", monitoring income and expenditure in line with agreed plans.
3. Support and encourage junior participation in internal competitive tournaments and MatchPlay opportunities.
4. Liaise with the external referee to agree dates for LTA Grade 5 tournaments and report back to the Tennis Committee.
5. Identify, approach and secure event hosts for junior events, providing guidance and support to ensure smooth delivery.
6. Liaise with event hosts and relevant volunteers throughout the planning process to coordinate logistics and responsibilities.
7. Work closely with the website volunteer (Mick Long) to ensure:
    - Events are published on the website
    - Court bookings are arranged via ClubSpark
    - Event details remain accurate and up to date
8. Liaise with the social media volunteer (Ina Halsor) to ensure junior events are promoted effectively and in good time.

Scope of the Role

The Junior Co-ordinator works closely with the coaching team, parents and the Tennis Committee to maintain an active, inclusive and well-supported junior social and competitive tennis programme — helping young players develop confidence, friendships and a love of the game.

As at March 2026