

TEAM SCOTLAND 2019-2020

ROLE DESCRIPTION

Role Title:	Team Coordinator
Location:	Centre 81, 2-16 Braes Avenue, Whitecreek, Clydebank, G81 1DN
Duration/Term:	11 months (August – June)
Commitment:	4 hours every second week on location 4 hours per week for administration
Role Description:	The Team Coordinator will coordinate the affairs of Team Scotland Teams including but not limited to; • Point of contact between them and the Team Scotland Manager and other National Team Committee members • Working with Team Coaches to arrange practices, uniforms and props • Working with Team Coaches to communicate with parents/guardians, arrange team bonding events and fundraisers. • Point of contact for parents/guardians regarding Team and all issues relating to it i.e. absences from practice, payments, updates on training times, performance times. • Receiving, recording and receipting of payments made to Team Scotland from Team participants • Organisation of paperwork relating to Teams including registers, waivers, ESTAs and TUEs. • Organisation of Team uniforms and props by working with Kit Manager • Coordination of Team specific fundraising events alongside Fundraising Manager and Committee • Provide regular updates to Team Scotland Manager regarding Teams • Abide by ICU code of conduct and represent SportCheer Scotland in a professional manner
Skills and Experience Required:	• Volunteers should have enthusiasm and enjoy working with people. • Good communication skills including verbal and written are essential. • Good to excellent IT skills are preferred • Planning and organisation skills are a must with budget management experience desirable
Benefits:	• Being part of Scotland's national cheerleading team • Aid the progression of cheerleading in Scotland