



## Girlguiding Northamptonshire Role Descriptions 2017

### Archery Coordinator

**AIM:** to give girls and leaders the opportunity to gain experience in Archery.

- ✚ Adhere to Girlguiding policies, re: RENs, Risk assessments, Safety, Finance.
- ✚ Promote archery, your role, and advice available using the County website, Newsheet and stands at County events, e.g. Training day and County review.

#### Skills and experience

- ✚ Be enthusiastic about archery
- ✚ Be approachable and willing to help others
- ✚ Be able to take a 'county view' and work to provide sessions at a variety of venues as required
- ✚ Be able to communicate with instructors within the county

#### Role elements

- ✚ Organise archery days or events to enable girls and leaders in Northamptonshire to experience archery.
- ✚ Co-ordinate a team of Archery GB certified instructors, who are there to offer support or advice to anyone interested in providing an Archery session for their unit members. Ensuring their skills are up to date.
- ✚ To ensure the county archery equipment is maintained and stored in a safe condition and to co-ordinate the collection of the relevant equipment for sessions booked.
- ✚ Work with the county outdoor team to deliver outdoor experiences for our members.
- ✚ Attendance at Programme and Events meetings to feedback relevant information, to Advisers and for Chairperson of P&E to take it forward to County Exec.

*Expenses incurred as part of your role, e.g. mileage, stationery etc can be claimed from County using the GGN procedure and the County Expense form*