

Training Coordinator's Roles and Responsibilities (Officer Position)

The Training Coordinator is responsible for all aspects of maintaining student information, assigning students to classes, providing student information to Instructors, and advising the Training Director of the potential need for classes.

Responsibilities:

- responds to queries about agility training, with introductory information concerning the club, classes available, and fees are sent in a timely manner
- maintains waiting lists for classes
- prepares and distributes class schedules
- assigns students to classes
- provides student information to Instructors
- collects the training fees
- ensures that the training fees are properly recorded and forwarded to the Treasurer
- regularly advises the Training Director on numbers of students waiting for classes, and the levels required
- liaises with the Instructors to move or reassign students to higher levels of training
- provides updates to the Board of Directors when requested
- prepares and provides an annual report to the Training Director for presentation at the Annual General Meeting