

Front of House Co-ordinator Role description

The Front of House Co-ordinator is key in making sure that new and prospective club members are welcomed into the club and provided with all the information they need to enjoy their membership. The Front of House Co-ordinator also acts as a point of contact for existing club members to provide information and provide a point of contact between club members, coaches and the Committee.

Responsibilities:

- Welcoming new and prospective club members
- Provide some initial information about the club/training/competition, track/stadium membership, and the date of the next club induction session
- Act as liaison between the membership secretary and coaches, setting some initial expectations to them as a new athlete and introducing them to their coach
- Provide a point of contact for existing club members to provide information about the club and provide a point of contact between club members, coaches and the Committee.

Person Specification / Knowledge / Skills:

It is desirable for the Front of House Coordinator to have:

- Excellent verbal communication skills
- Be friendly yet professional.
- Good attention to detail
- Be proactive.

Please note that training and information will be provided to candidates to enable them to perform the role.

February 2022