

# Club Paddle-Ability Rep Role Description



**Club Name:** Kingston Kayak Club

**Responsible to:** Club committee through the chairperson

**Role purpose:** Act as a point of contact within the club for Paddle-Ability.

**Commitment:** 1 – 2 hours per week plus relevant committee meetings

## Main Tasks:

- Act as the main contact for Paddle-Ability information and advice.
- Liaise with the Paddle-Ability Operations Group.
- Support the Club with the development of a Paddle-Ability Program of Events.
- Ensure members are informed of Paddle-Ability initiatives.
- Complete annual Paddle-Ability reconciliation form.

## Skills required:

- Organised and able to liaise with others to develop Paddle-Ability Programs
- Able to do basic administration
- Good communication and enthusiastic

## Resources to assist in role:

- Canoe England Disability Officer and Regional Paddlesport Development Officers
- Online Resources

**Signed:**

*S Burgess*

**Date:** 30.06.14

**Print:** Sue Burgess