



SHOTOKAN KODOKAN
KARATE & JUDO



ROLES & RESPONSIBILITIES



SHOTOKAN KODOKAN KARATE & JUDO



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SHOTOKAN KODOKAN
KARATE & JUDO



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OPERATIONS DEPARTMENT

CHIEF OPERATIONS OFFICER

- Manage all operations in this Department
- Chairs all meetings
- Designs Operational Plans to achieve Strategic goals
- Ensures bills are paid on time

FACILITY MANAGER

- Open and close facilities to the public
- Building appliances maintenance (AC, water cooler etc)
- Ensure snack supplies are kept stocked
- Ensure Payment desk is neat and has payment slips and working pens
- Clear payments box at the end of the day
- Maintain Clean facilities

EVENTS MANAGER

- Create the temporary event organising committee
- Chair meetings of the temporary organising committee
- Communicate with all external parties
- Delegate / Manage logistics for events

HUMAN RESOURCE MANAGER

- Manage Interviews
- Hire Staff
- Help maintain a healthy work environment



CUSTOMER SERVICES REPRESENTATIVES

- Handles client communications (Student and parent courtesy, Feedback, Over due Fees)
- Reports on feedback from clients
- Collects and secures payments and payment slips
- Passes all payments and payment slips to the book keeper in shift report



FINANCE DEPARTMENT

CHIEF FINANCIAL OFFICER

- Manage all operations in this Department
- Chairs all meetings
- Manages monthly budgeting

ACCOUNTANT

- Manages all accounting obligations
- Creates all accounting reports

BOOK KEEPERS

- Records all accounting transactions into ledger
- Enters all accounting transactions into the member manager software
- Monitors monthly student fees



MARKETING DEPARTMENT

CHIEF MARKETING OFFICER

- Manage all operations in this Department
- Chairs all meetings
- Manages Company's brand identity
- Manages Designs for promotional products
- Manages social media communications
- Designs fund raising and sponsorship campaigns

MARKETING OFFICERS

- Actions social media communications
- Supports Chief Marketing Officer



TECHNOLOGY DEPARTMENT

CHIEF TECHNOLOGY OFFICER

- Manage all operations in this Department
- Chairs all meetings
- Designs company software

SENIOR DEVELOPER

- Develops and maintains website presence
- Develops and maintains all company software

JUNIOR DEVELOPER

- Supports senior developer
- Supports software data entry where necessary

TECHNOLOGY SPECIALIST

- Maintains all technology hardware in the facility
- Manages company network
- Responsible for event hardware setup when needed



KURO OBI SHOTOKAN KARATE CLUB

HEAD INSTRUCTOR

- Manages all Instructors in this Department
- Chairs all technical meetings
- Responsible for instructor quality and standards
- Schedules Instructors for classes
- Formulates training plans
- Communicates with National Governing Bodies
- Registers students for gradings

SENIOR INSTRUCTOR

- Actions training plans in classes
- Communicates with parents on child performance matters

JUNIOR INSTRUCTOR

- Supports Senior Instructors

SEMPAI

- Assists in classes if needed



MUGA MUSHIN JUDO SCHOOL

HEAD INSTRUCTOR

- Manages all Instructors in this Department
- Chairs all technical meetings
- Responsible for instructor quality and standards
- Schedules Instructors for classes
- Formulates training plans
- Communicates with National Governing Bodies
- Grades all Kyu ranks
- Registers students for national gradings

SENIOR INSTRUCTOR

- Actions training plans in classes
- Communicates with parents on child performance matters

JUNIOR INSTRUCTOR

- Supports Senior Instructors

SEMPAI

- Assists in classes if needed