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| **POSITION DESCRIPTION – Club Coaching Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | Coaching Coordinator of *(Club name)* |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Committee members of *(Club name)*  President of *(Club name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 15 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**   * Responsible for the training, development and management of coaches for *(Club name)* | |
| **Knowledge/Skills**   * Minimum Foundation Level Coaching Accreditation * Can maintain confidentiality on relevant matters * Has an understanding of the purpose and application of Club Constitutions/Bylaws/Policies and Procedures * Competent with Microsoft Word and Excel * MyNetball training is desired | |
| **Typical time commitment**   * *Approximately 15 hours per week* * *Some extra hours during the Winter season (May to September) which would include Saturdays* | |
| **Responsibilities and Duties**   * Direct, control and coordinate the duties of the Coaching and Selection Committees * Conduct regular meetings with coaches and report outcomes to the Club Committee * To disseminate information to club coaches regarding coaching courses and seminars and provide coaching advice wherever possible * Foster the growth and raise the standards of the coaches in the club * To liaise with Association regarding coaching courses/clinics * Assist and liaise with all club coaches * To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches * Work with the Club to maintain records of coaching services and accreditation * Ensure all coaches are recognised for their efforts per the club’s Volunteer Guidelines * Liaise with the Club to formulate a budget anticipating the cost of coaching accreditations/recognition   **Member Protection**   * You may be required to obtain a Working With Children Check (*if usual duties involve, or are likely to involve, contact with a child (under 18))* * If exempt from Working with Children Check, you may need to obtain a Volunteer National Police Certificate | |
| **ADDITIONAL INFORMATION** | |
| **Recommended Checks:**   * Conduct Accreditation Check   **Volunteering in this position gives you the opportunity to:**   * Work as part of team dedicated to the growth and development of *(Club name)* * Meet and network with other volunteers and industry professionals * Have input into the goals and objectives of *(Club name)* * Use one’s skills in a positive and engaging way * Develop a greater understanding of sports management structures   For further information regarding this position please contact *(Club name) (Club contact details)* | |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** | |