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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)*
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| **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
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| **Typical time commitment*** *Approximately 15 hours per week*
* *Some extra hours during the Winter season (May to September) which would include Saturdays*
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| **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
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| **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*** |