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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



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INDUSTRY
GROUP

POSITION DESCRIPTION – Association Development Coordinator

Organisation:	
Job Title:	Association Development Coordinator
Position Type:	Voluntary/Paid
Reports to:	Association Committee
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 15 hours per week</i>

POSITION DETAILS

Purpose

- To lead the development of the Association's players and coaches

Knowledge/Skills

- Qualification; Minimum Foundation Level
- Experience in coaching, team selection, grading, or Talent Identification
- Strong organisational and communication skills
- Strong leadership qualities
- Problem solving and conflict resolution
- PlayHQ Training is desirable

Typical time commitment

- 15 hours a week*
- Some extra hours during team selections in November*
- Saturday mornings during winter season (18 weeks)*
- Long weekend in June – Association Championships*

Responsibilities and Duties

- Submit a calendar of all Association trials and coaching sessions
- Prepare a budget for Coach/Player activities and programs
- Organise an Introduction to Coaching sessions for beginner coaches
- Design, implement and review development plan for the Association
- Review the programs within the development plan
- Liaise with Netball WA regarding player and coach development

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- Disseminate information to the Association's Clubs regarding coaching and athlete courses, training and seminars
- To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches
- Work with the Association administration to nominate and organise teams for Association Championships
- Coordinate selection and management of coaches for the Association Championship teams and help them in their preparations
- Be available to answer queries from coaches, teams, parents, and players
- Abide by the Coaches Code of Conduct at all times
- Submit reports to board as required

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 Coaching Accreditation Check

Volunteering in this position gives you the opportunity to:

- Work as part of team dedicated to the growth and development of (*Association name*)
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of (*Association 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 (*Association name*) (*Association 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