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Department of
Local Government, Sport
and Cultural Industries



PRINCIPAL PARTNER



GOLD
INDUSTRY
GROUP

POSITION DESCRIPTION – Club Coaching Coordinator

Organisation:	
Job Title:	Coaching Coordinator of <i>(Club name)</i>
Position Type:	Voluntary/Paid
Reports to:	Committee members of <i>(Club name)</i> President of <i>(Club name)</i>
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	<i>Approximately 15 hours per week</i>

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
- PlayHQ 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

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- 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