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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 Development Coach Accreditation * Understanding of the coaching pathway and accreditation system and procedures * Understanding of player development and maturation * Understanding of Child Safeguarding and the WA Working with Children compliance requirements * Computer literacy * Has an understanding of the relevant Club Policies and Procedures * Effective communication and good interpersonal skills * Act with integrity, confidentiality, and objectivity * Good organisational skills * Positive and enthusiastic attitude * Current Senior First Aid Certificate (desirable) * PlayHQ competency (desirable) | |
| **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**   * Act within the guidelines laid out by the Club and the Club Coach Coordinators position description * Abide by the “Codes of Conduct” * Direct, control and coordinate the duties of the Coaching and Selection Committees * Conduct regular meetings with coaches and report outcomes to the Club Committee * Disseminate information to club coaches regarding coaching courses and seminars * Foster growth and raise the standards of the coaches in the club * 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   **ESSENTIAL**   * At all times ensure a Child Safe environment * Comply with the Netball Australia Member Protection Policy and Child Safeguarding Policy * Comply with the WA Working with Children Check (WWCC) Legislation which means:   + If your usual duties involve, or are likely to involve, contact with a child under 18 you will be required to obtain a WWCC   + If you fall into an WWCC exemption category, a Volunteer National Police Clearance Certificate is required. * Promote and display the Associations/Clubs values and behaviours * Promote netball in a positive manner | |
| **ADDITIONAL INFORMATION** | |
| **Volunteering in this position gives you the opportunity to:**   * Work as part of a 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 your 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 and contact details)* | |

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| ***NWA-RES-18 Club Coaching Coordinator PD***  ***This position description template/example has been developed for Associations/Clubs to assist them in developing their own resource. It is the expectation from Netball WA that each Association/Club customise the content to suit their individual needs. Please note that the ESSENTIAL is a requirement and should not be deleted, however may be expanded on as required.***  ***Created: May 2023*** |