



Position Description – Coach Coordinator

Last Updated October 2021

Job Title: Coach Coordinator

Reports To: Executive Committee

Key Skills & Abilities:

- Effective communicator who has good interpersonal skills.
- Well organised.
- Has a good working knowledge of the constitution and bylaws.
- Would preferably have a Development Coaching Accreditation and extensive coaching experience.

Responsibilities & Duties:

- To disseminate information to coaches regarding coaching courses and seminars.
- To liaise with Netball NSW regarding OTC and Level 1 coaching courses at the association level.
- To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches.
- Work with the secretary to maintain records of coaching service and accreditation.
- Identify and organise training and education opportunities for volunteers.
- Ensure all coaches are recognised for their efforts.
- Submit regular reports to the organisation.
- Attend external representation on Netball NSW affiliated and other identified committees as required.
- Provide social media updates relative to coaching as required.

Time Required: Up To 20 Hours Per Week.

Other Requirements of the Role (please tick)

- ☐ Induction Training
- ☐ Police Check
- ☐ Working with Children check
- ☐ Other Training As Identified