**COACH COORDINATOR JOB DESCRIPTION TEMPLATE**

The Coach Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of club coaches.

***Responsible to***

The Coach Coordinator is directly responsible to the President of and the members of .

***Responsibilities and Duties***

The Coach Coordinator should:

* Assess the human resource needs of the club for general running and special events
* Recruit and recommend the appointment of coaches
* Organise the orientation and induction of coaches
* Work with the secretary to organise coaching rosters and maintain records
* Identify and organise the training and development opportunities for coaches
* Ensure that coaches are reimbursed for their approved out-of-pocket expenses
* Ensure all coaches are recognised for their efforts
* Submit regular reports to the club committee

***Knowledge and Skills Required***

Ideally a Coach Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is well organised

***Time Commitment Required***

The estimated time commitment as the Coach Coordinator of is hours per week.