**COACHING COORDINATOR POSITION DESCRIPTION (SAMPLE ONLY)**

The Coaching Coordinator is responsible for the recruiting, selection, training, and recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group coaches.

## **Responsible To**

The Coaching Coordinator is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## **Responsibilities and Duties**

The Coaching Coordinator should:

* Organises trials and trial selectors
* Assists with team selection and advertises team selection
* Organises Team Coaches at beginning of year
* Ensures coaching equipment is available to all teams/coaches
* Identify and organise the training and education opportunities for coaches.
* Ensures coaches are aware of relevant courses and resources
* Recruit and recommend the appointment of coaches to roles that suit them.
* Work with the Secretary organising volunteer rosters and maintaining records.
* 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/group committee.

## **Knowledge and Skills Required**

Ideally a Coaching 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 required as the Coaching Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per month