



# **Coaching Coordinator**

*Executive Committee Position*

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## **Reports to**

**Executive Committee/General Committee**

## **Special Skills Required**

- Diligent, well organized & Energetic
- Passion for the game
- Training skills and Level 1 or 2 accreditation (desirable)
- Good working knowledge of the club, rules, policies, constitution, etc
- Understanding of league operations
- Experience in leadership role & well developed decision making skills
- Well developed communications skills & good listener
- Good mediation, people skills and ability to manage people
- Ability to negotiate successfully between members
- Daily access to Email – Computer literate

## **Duties**

- Facilitate planning & monitor that club objectives are identified and accomplished
- Provide guidance, leadership and encouragement
- Interview & appoint club Coaches
- Mentor new coaches and assist with their development
- Work closely with the Under 9 – 12 Development Coach and the Under 13 – 17 Development coach to provide a supportive and educational environment for our coaching staff
- Arrange all accreditation courses as required and ensure that Working With Children Checks are current for all coaches
- Induct Coaches on necessary paperwork, club policies, codes of conduct, obligations and expectations on the requirements of their role
- Ensure all Coaches are following the appropriate guidelines
- Communicate weekly and conduct meetings as required with Coaches
- Oversee that correct age appropriate drills and training techniques are being carried out
- Examine alleged breaches of the clubs code of conduct and determine consequences in consultation with other Executive members
- Address any issues raised concerning coaching staff
- Assist the Football Manager on the Team Selection Panel
- Maintain a community/family focus and club culture