

TEMPLATE

[Insert Club Name & Logo]

XXXXX Position Description

JUNIOR ACTIVITIES COACHING COORDINATOR

PURPOSE: The Junior Activities Coaching Coordinator is responsible for the management of the clubs coaching program and promoting the value of coaching within the junior activities area

RESPONSIBLE TO: Junior Activities Programs Coordinator

RESPONSIBILITIES:

- Ensure that Junior Activities has adequate coaches to fully deliver the training program
- Coordinate all coaches (voluntary and paid) associated with Junior Activities
- Organise and direct all coaching activities within Junior Activities
- In conjunction with the Junior Activities Training & Education Officer, ensure all club coaches hold appropriate qualifications
- Develop a budget for the clubs coaching program in conjunction with the Junior Activities Treasurer and Club Surf Sports Officer, if required
- Arrange appropriate coach training sessions, locations, dates and times, ensuring that all sessions are minuted and approved
- Be available to assist at carnivals as required
- Liaise with other committee members regularly
- Continually seek out potential coaches and recruit/ train/ mentor whenever possible
- Liaise with all coaches and report on such coaching activities to the Junior Activities Programs Coordinator

KNOWLEDGE & SKILLS REQUIRED:

- Ability to plan, organise and delegate tasks
- Maintain confidentiality on relevant matters
- Communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic
- Have a sound knowledge of the SLSQ and Club rules and regulations
- Work well with children
- Have had experience in the surf sports area with travelling teams, and in multi-disciplinary coaching experience

SPECIAL REQUIREMENTS:

- Be a financial member of (insert club name) Surf Life Saving Club;
- Be the holder of a current "Blue Card" or "Exemption Notice" issued by the Commission for Children and Young People and Child Guardian
- Must be a proficient Bronze Medallion holder – Certificate II Public Safety (Aquatic Rescue)
- Desirable to have held or to hold a SLSA Level 1 Coaches Accreditation or have had experience within a coaching environment