

GOULBURN TOUCH ASSOCIATION



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Carr-Confoy Oval, Goulburn

Position Description – Coaching Coordinator

Job Purpose	The role of the Coaching Coordinator is to create, develop and appoint the coaching opportunities for the technical arm at Goulburn Touch Football and promote the pathways for higher honours and representation.
Job Responsibilities	<p>Primary responsibilities for the role of the Coaching Coordinator include:</p> <ul style="list-style-type: none">• In conjunction with NSWTA and TFA, the Coaching Coordinator should ensure all club coaches hold appropriate qualifications.• Ensure there are enough coaches for the club's requirements for representative events.• Where necessary, assist or source coaches to assist with new local park teams needing assistance.• Develop a budget for the club's coaching accreditation program.• Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained.• Develop an understanding of the role of sports science in coaching and liaise with the appointed Sports Scientist on trends, recoveries and best practice approaches to Touch Football mechanics.• Assist in setting coach training sessions, locations, dates and times where necessary.• Be available to assist at games if necessary.• Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner required by the club.• Ensure that there is a club system in place for coaching where consistency and buy in occurs at all levels.• Enhance feelings of self-confidence and self-esteem within the club coaches.• Meet regularly with coaches to discuss performance and provide feedback.• Arrange for, and conduct where appropriate, assessments of the club's coaches.• Encourage maximum participation from the club's coaches.• Liaise with other Committee members regularly for feedback on coaching and address issues where these don't align.• Have a sound understanding of the club's rules and regulations.• Constantly highlight the club's support for the Code of Conduct at Goulburn Touch and also representative events that teams compete at.• Work through, appraise and provide recommendations to Executive on appointments. Provide feedback to applicants, both successful and unsuccessful where necessary.• Continually seek out potential coaches and recruit whenever possible.• Create, coordinate and manage the EOI's for relevant representative coaching appointments.
People Management	Yes – accountable for all coaching teams and respective volunteers.
Budget Management	Yes – required to work with the Treasurer in managing all coaching budgets.
Reports To	Executive Committee

Note:

- This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment.
- The ordinary working hours for the position can include duty on weekends and evenings.
- The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.

JOB HOLDER CAPABILITIES	
Qualifications and Experience	<ul style="list-style-type: none"> • Experience working with volunteers and in non-profit organisations. • Experience in coaching and hold a minimum Talent Level Coaching accreditation. • Ideally have representative experience. • Experience as a selector preferred.
Knowledge and Skills	<ul style="list-style-type: none"> • Skills should include: <ul style="list-style-type: none"> - organisational administration - customer service - budget and project resource development - strategic planning - demonstrated success at NSW or Australian coaching levels • Excellent people skills, with an ability to have difficult conversations. • Excellent knowledge of the game, trends and innovations. • Personal qualities of integrity, credibility, and commitment. • Flexible and able to multi-task; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; demonstrated resourcefulness in setting priorities and guiding investment in people and systems. • Highly dedicated club person and good role model when representing the committee.