

# POSITION DESCRIPTION

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All Executive, Management and General Committee Members are expected to abide by all Club and local district and WAFC policies. All position holders shall act and present themselves in a manner as to not bring the Club into disrepute.

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## **Overview**

The primary purpose of the Club Coaching Coordinator is to provide relevant and valued coaching support within the Club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.

## **Responsibilities**

- Develop, maintain, and support a positive Club coaching culture and enjoyable player experiences.
- The Coach Coordinator shall assume responsibility for the development of football skills amongst the players by providing effective guidance, direction, and communication to the Coaches.
- Promote inclusive practice coaching at the Club.
- Ensure online coach registration is complete and all coaches have the necessary accreditations as required.
- Maintain an up-to-date coach accreditation register in the JJJFC Dropbox
- Conduct regular meetings with coaches to ensure effective communication, goal setting and player development.
- Monitor coach development and provide necessary support and/or coaching to coaches and educate and evaluate all coaches at training and on match days.
- Promote and apply a sequential Australian Football curriculum for all age groups in line with the AFL's Stages of Development.
- Liaise with and access coaching resource centres at regional AFCA branches or affiliated league offices.
- Promotion of Coaches to District levels.
- Complete an end of season committee review of coaches assessment throughout the year.
- Increase coaches knowledge library on the drop box site.
- Represent the club at Coach Coordinator meetings conducted by the district.
- Recruit and encourage women to take up coaching roles where appropriate.
- Assist with the development of all coaches by providing feedback on training skills/drills and match days where possible.
- Provide access to up-to-date information/resources and professional development opportunities including observing senior coaches and model sessions.
- Report to the General Committee to ensure all members are aware of any upcoming coaching courses available, etc.
- Manage Portfolio as set down by the committee.

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**Essential Skills and requirements**

- Preferably hold or willing to apply for a current volunteer “working with children” check.
- Desirable: Current Coaching Accreditation.
- Desirable: Minimum 2-3 years coaching experience at Junior level.
- Respected within the Club/football community.
- Understanding of the Football National Curriculum and quality coaching behaviours required for young children.
- Willing to work with other coaches to share knowledge and assist with any problems/questions.
- Good communication skills – both verbal and written.
- Well-developed interpersonal skills, including empathy and caring qualities.
- An ability to think on their feet, be proactive.
- Positive, respectful, and approachable personality.

**Other Responsibilities**

At the end of each year a key activity of the Club Coach Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role.

The updated Position Description and supporting information must be provided to the Secretary prior to the Annual General Meeting each year.

**Induction of the incoming Club Coach Coordinator**

An important responsibility of the outgoing Club Coach Coordinator is to train, mentor and support the incoming Club Coach Coordinator.

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**Relationships**

- Reports to the Club Committee.
- Liaises with the Executive
- Liaises with all club Coaches
- Liaises with District/Regional Coaching Coordinator

**Accountability**

- The Coach’s Coordinator is accountable to the President and General Committee.
- Provide a report on any aspect of portfolio operations to the monthly Committee meeting.

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**Commitment to undertake the role:**   *Hours \_\_\_\_\_/ Week – Month - Season*

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