



## Position Description – Coach Coordinator

The role of the Coach Coordinator is to organise and mentor coaches, create a coaching team, organise and chair coach development meetings and attend committee meetings to report on coach activities

### Desirable Attributes:

The Coach Coordinator should:

- be an accredited coach within Volleyball WA
- be a person who can develop good relationships internally and externally
- be willing to step in and coach where needed to cover illness / absenteeism
- be forward thinking and committed to meeting the overall goals of the Club
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of coaches and players
- be a good role model and a positive image for the Club in representing the Club
- be able to raise concerns with the Committee where they arise

### Specific duties include but are not limited to:

- Organisation and chairing of coach development meetings
- Attending committee meetings including supplying minutes of coach development meetings to the Club Secretary
- Sourcing new coaches
- Mentoring coaches and assisting in developing skills of new coaches
- Organising coaches / graders for preseason grading sessions.
- Organisation of coaching schedules and fill in coaches where needed throughout the WAVL season
- Maintaining a data base of all club coaches and qualifications
- Sourcing coaching courses as needed and arranging attendance of coaches as required

Document Version	Date Approved	Review Date
PD/UMO 1.01	14 October 2018	October 2020