**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Coach Coordinator** | | |
| **Reports to:** | Executive and General Committee | **Direct Reports:** | Club Coaches |
| **Employment Status:** | Volunteer | | |
| **Time Commitment** |  | | |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.  Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles.  The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. | | |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>  At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.  **Netball Victoria Commitment to Safeguarding Children & Young People**  Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. | | |

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| **Primary Purpose of Position** |
| * Responsible for the training, development and management of coaches |

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| **Key Responsibilities** |
| * Conduct regular meetings with the coaches and report to the committee the outcome of the meetings * Liaise with Netball Vic on coaching courses/clinics and accreditation * Disseminate information to coaches regarding courses and seminars and provide coaching advice and support where possible * Foster the growth and raise the standards of the coaches * Encourage beginner coaches including players and parents to undertake formal coach education and or become accredited coaches * Liaise with the Secretary to maintain records of coaching service and accreditation * Liaise with the Treasurer in formulating a budget anticipating cost of coaching * Ensure all coaches are recognised for their efforts per the associations volunteer guidelines * Be the first point of contact for conflict resolution for players and coaches |

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| **Knowledge, Skills & Abilities** |
| * Can communicate effectively and has good interpersonal skills * Positive and enthusiastic * Well organised and able to work in an orderly manner * Be able to relate to a diverse group of individuals * Can maintain confidentiality on relevant matters * Has a good working knowledge of the Constitution, By-laws, Rules and Policies of the organisation * IT Competency- familiar with basic operation systems including MyNetball * Ethical, honest and trustworthy * Dedicated association person * Hold a minimum of Development Coaching Accreditation |

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| **Other Requirements** |
| * Induction Training * Police Check * Working with Children Check * Other (please specify) |