



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	Coaching CoOrdinator	<b>Category:</b>	General Committee
<b>Position Description</b>			
<p>The Coaching Coordinator is responsible for the management of the club's coaching program and promoting the value of coaching within the club.</p> <p>Ideally the Coaching Coordinator is someone who:</p> <ul style="list-style-type: none"> <li>• Has leadership skills</li> <li>• Has good motivational and communication skills</li> <li>• Is able to evaluate coach performance and provide positive advice</li> <li>• Maintains or improves his/her current accreditation level</li> <li>• Have a sound understanding of modern coaching and teaching principles</li> <li>• Can communicate effectively and has good interpersonal skills</li> <li>• Have a sound understanding of the club's rules and regulations</li> <li>• Is well organised</li> </ul>			
<b>Responsible To</b>			
<p>The Coaching Coordinator is directly responsible to the President and the members of the club.</p>			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• In conjunction with league/region/state Coaching Coordinator, ensure all club coaches hold appropriate qualifications</li> <li>• Ensure there are enough coaches for the club's requirements.</li> <li>• Develop a budget for the club's coaching accreditation program</li> <li>• Provide all relevant information to the Secretary to ensure records of club coaches and coaching qualifications are maintained</li> <li>• Develop an understanding of the role of sports science in coaching</li> <li>• Arrange appropriate coach training sessions, locations, dates and times</li> <li>• Be available to assist at games if necessary</li> <li>• Foster a positive club spirit amongst all coaches and encourage them to participate in a sporting manner</li> <li>• Enhance feelings of self confidence and self-esteem within the club coaches</li> <li>• Meet regularly with coaches to discuss performance and provide feedback</li> <li>• Arrange for, and conduct where appropriate, assessments of the club's coaches</li> <li>• Encourage maximum participation from the club's coaches</li> <li>• Liaise with other Committee members regularly</li> <li>• Constantly highlight the club's support of the ARL National Code of Conduct and the ARL Safeplay Code</li> <li>• Continually seek out potential coaches and recruit whenever possible.</li> </ul>			

Time Commitment Required & Period of Appointment
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<p>The estimated time commitment required as the Coaching Coordinator is 10 - 15 hours per week. Hours will vary pending on home rounds and busy periods of the season.</p>
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