



# DICKY BEACH SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Coaching Co-ordinator

**Reporting To:** Surf Life Saving Operations and Surf Sports and Competition Committees

**This is a paid position and falls under the Registered and Licensed Clubs State Award.**

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### **Purpose of the Position**

The Coaching Co-ordinator coordinates the overall coaching requirements for all surf sports disciplines of the Club, including providing assistance to the Chief Training Officer and Surf Sports Officer in relation to their roles.

### **Pre-requisites**

To apply for the position of Coaching Co-ordinator you must:

- Not have been convicted on indictment or sentenced to a term of imprisonment for a summary offence required to be disclosed by the *Criminal Law (Rehabilitation of Offenders) Act 1986*;
- Not have been a bankrupt; or entered into a deed of arrangement; or made a composition which remains unpaid; in accordance with the *Bankruptcy Act 1966* or corresponding law of another external territory;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*;
- Must not have any negative judicial findings recorded against you in the Lifesaving movement;
- Assist in ensuring the Dicky Beach Surf Life Saving Club is working towards the mission and vision of the strategic plan and implementing the operational plan in accordance with the club's policies and procedures;
- Have a strong commitment to the ideals of Surf Lifesaving.
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills;
- Have a complete understanding of the Codes of Conduct;
- Have a thorough understanding of the Surf Sports Competition Manual; and
- Preferably be a member or become a member of the Club.

### **Objectives of the Coaching Co-ordinator**

- Ensure that all coaches, paid and voluntary are appropriately and actively carrying out their duties to ensure the optimum utilisation of their abilities; and
- Promote the sport of surf lifesaving competition throughout the Club.

## Responsibilities and Duties –

- Attract and retain athletes through the professionalism of our coaches and coaching program, providing a wide ranging and detailed program; build a rapport with all athletes and care givers to encourage contact and open communication;
- Maintain regular contact with Coaching/Surf Sports and Competition Committee, focusing on future goals and solutions to any athletes, coaching, coaches, parents and care givers concerns;
- Maintain a regular reporting and meeting regime for the Club's coaches and athletes;
- Streamline coaching timetables to ensure availability of programs and venues;
- Provide opportunities for cross discipline training;
- Develop uniform standards of excellence in coaching and expectations;
- Attend monthly Coaches/ Surf Sports meetings;
- Provide an agenda requesting coaches to contribute;
- Provide and complete meeting minutes;
- Liaise regularly with Coaching and Surf Sports and Competition Committees to ensure expenditure of budget focuses on advantages in coaching strategies and what is in the best interests of furthering athletes' skills;
- Develop closer links with club non-competitors, looking for opportunities to develop other areas of surf sports program that would benefit from increased participation;
- Direct paid coaches as to specific duties as maybe required by the Surf Sports and Competition Committee;
- In liaison with Club Coaches, actively recruit potential competitors;
- Review of coaching requirements as directed by the Surf Sports and Competition Committee who will take submissions from Junior Activities, Surf Rescue Competitors, IRB, R&R, Surf Lifesaving, Beach Events; Pool Rescue and March Past;
- In conjunction with coaches, introduce a talent identification format and member retention plan, which shall include recommendations of members for club subsidy;
- Ensure a seamless transition of Junior Activity members to Senior Competition;
- Allocate coaching services to prospective SRC and Bronze Medallion candidates if necessary;
- Conduct regular information sessions with competitors and parents to ensure harmonious relationships within the club;
- Submit a written report to each Surf Sports and Competition Committee Meetings;
- Develop a good working relationship with the Club Officers to manage and develop the operational effectiveness of Dicky Beach Surf Life Saving Club;
- Be active in ensuring compliance with the Child and Youth Risk Management Strategy and all Codes of Conduct; and
- Observe and encourage others to comply with the Constitution; By-Laws and Policies and Procedures as prescribed in the Policies and Procedures Manual, including providing reports and other requested information on the appropriate reporting templates.

## **Management Duties and Responsibilities**

### ***Club Information Technology***

- Maintain an up to date knowledge of relevant computer operating systems used by the Club Microsoft Office Package; MYOB;
- Use and access any social media technology to assist in developing good communication with Club Members;
- Identify and use any technical systems or programs that can assist Club Members' development (for example iPads; online coaching programs); and
- Review any technology which may be of benefit to Club Members.

### ***Performance Measurements***

- Achievement of Key Performance Indicator (KPI) objectives;
- Completion of objectives and actions within agreed timeframes;
- Compliance with the Position Description for the Coaching Co-ordinator;
- Compliance with all governmental and statutory requirements for the Club; and
- Compliance with the Club's Constitution; By-Laws; and the Policies and Procedures Manual.

### ***Divulging of Club Information***

- Any Club information obtained must not be divulged to any person – this includes any dealings, transactions or affairs, which may come to light during the employment period.

## **Skills and Experience**

- Have a minimum qualification of level 1 Coaching accreditation in Surf Sports; and
- Experience working in a volunteer organisation, preferably with surf lifesaving.

## **Personal Qualities**

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail;
- Ability to adapt to a changing environment;

- Pleasant personality
- Ability to work without supervision (self-motivated)
- Professional pride;
- Ability to carry out instructions as directed;
- Physical strength to carry out required functions of the position;
- Ability to keep calm in a stress situation;
- Support positive communication;
- Sound decision maker;
- Organised;
- Honest;
- Clear and legible handwriting;
- Highly developed interpersonal communication and decision making skills;
- Problem solving and negotiation skills that achieve win-win outcomes;
- Decisive listening, influencing and persuasive skills;
- Efficient in time management;
- Positive approach to management of employees; and
- Sets an ideal role model for employees by leading by example.

### Relationships

| With                             | Purpose   |
|----------------------------------|---|
| President                        | Provide Strategic input to all functional areas of the club |
| Chief Training Officer           |   |
| Surf Sports Officer              |   |
| Club Coaches, paid and volunteer |   |

### Employment Period

The employment period is provided for in the contract signed by the Coordinator and the Club President.