New Lambton Football Club Juniors
Position Description – Club Coach Coordinator

JOB TITLE:

Club Coach Coordinator

OBJECTIVE:

The primary purpose of the position is to provide relevant and valued coach support in the club environment, and to monitor and mentor coaches to conduct appropriate quality football activities that will enhance the players' and coaches' experience.

It is important to also recognise that this is not expected to be an additional club position; it is a role that provides support for new and inexperienced coaches and it is envisaged that a CCC will continue to coach whilst offering tips and hints at a time that fits within their coaching schedule.

RESPONSIBILITIES:

- Develop a positive club coaching culture.
- Promote inclusive practice within the coaching at the club.
- Monitor and mentor club coaches and provide support based on their needs / wants.
- Ensure the coaches have access to appropriate resources including websites.
- Ensure coaches are aware of any development opportunities including observing senior coaches and up to date information related to coach education.
- Present parents with relevant information at the start of the season and update at regular intervals.
- Ensure coach registration is completed for each club coach, and ensuring each coach is aware of responsibilities.
- Working with Technical Directors to help create / run a "Coach the Coach" Program.
- Oversee and support the U6 / U7 Program.
- Coordinate U8 – U14 Coaching Program, in cooperation with Junior Development Coordinator.
- Liaise with Federation staff / personnel and other Coaching Coordinators.
- Attend meetings / workshops in relation to the role of the Club Coach Coordinator.
- Be actively involved in the FFA Club Coach Coordinator (CCC) Program.

RELATIONSHIPS:

- Club Coordinator mentor.
- Club administration.
- Club coaches.
- Parents.
- Association / Member Federation Coach Coordinator Manager / Technical Director.

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ACCOUNTABILITY:

- It is the responsibility of the Coaching Coordinator to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Reports to the General Committee to ensure all members are aware of any upcoming coaching courses available, etc.
- The estimated time commitment required as the Coaching Coordinator is up to 4 - 6 hours per week.

ESSENTIAL SKILLS:

- Desirable: Minimum 12 - 24 months coaching experience at Junior level.
- Well-known and respected within the club.
- Attendance at Club Coordinator workshop.
- Basic understanding of the Football National Curriculum.
- Sound organisational and scheduling skills.
- 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.

DESIRABLE SKILLS:

- Ability to plan events and activities for a year.
- Rostering skills.

KEY PERFORMANCE INDICATORS:

- Player and coach retention rates of 75%.
- Parent satisfaction levels with coaching provided.
- Coaches satisfaction levels with support provided.