



JOB DESCRIPTION

JOB TITLE: Coaching Coordinator
POST HOLDER: Ann Phillips
RESPONSIBLE TO: Chairperson

Role:

To act as a point of contact for all coaches and to arrange coaches to cover training on Tuesday and Thursday for all groups.

Main Duties:

- Keep records of the qualifications and availability of coaches.
- Advise the Committee of coaching needs and possible requirements in the future.
- Collate information on coaching courses, and advise coaches of such courses.
- Organise coaches meetings and report back to the Committee on such meetings.
- Record minutes of coaches meetings and distribute these to the Club Secretary so that they can circulate these to Committee members.
- To act as a point of contact for all coaches who wish to raise any issues regarding the club.
- To attend all monthly committee meetings, the AGM and any extraordinary general meeting when called and to participate fully in any discussions.

Reviewed on: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the WDAC Committee