



Job Title:	Coordinator of Representative Coaches	Period:	12 months
Reports to:	Board		
Location:	NSW and QLD as required	Travel Required:	Some
Purpose			
Responsible for the training, development and management of coaches.			
Job Description			
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> • Minimum 5 years involvement in Touch Rugby or like sport as a coach • Effective communication and good interpersonal skills • Positive and enthusiastic • Well organized • Act with integrity and confidentiality • To acknowledge the requirement for separation of personal interests and club matters, and act in the best interests of the club at all times whilst assigned the role • Hold or be able to obtain a coaching qualification <p>Role and Responsibilities</p> <ul style="list-style-type: none"> • Assist the Board with recommendations should more than one application be received for any representative coaches position • Inform successful coaches their position once the board has endorsed the appointments • Coordinate the representative coaches • Develop an accreditation process for coaches • Disseminate information to representative coaches regarding coaching courses, development opportunities and seminars • Provide coaching advice and mentoring where ever possible • Foster growth and raise the standards of the coaches • Assist and liaise with representative coaches • Assist coaches select teams should they require assistance • To encourage beginner coaches including players and parents to undertaken seminars/ courses to become accredited officials • Work with the Administrator to maintain records of coaches and accreditation 			