



**NATIONAL CLUB  
ACCREDITATION SCHEME**

**Mount Colah Football Club  
Position Description – Coaching Coordinator**

**JOB TITLE:**

Coaching Coordinator

**OBJECTIVE:**

To ensure that there is a suitably qualified coach for each team at the club.

**RESPONSIBILITIES:**

- Assist convenors to appoint coaches to teams throughout the club.
- Encourage coaches and managers to attend coaching courses.
- Recruit players from the club to assist in coaching roles.
- Coordinate grading sessions for relevant age groups if required.
- Forward relevant coaching material to coaches.
- Keep a register of coaches and current qualifications.
- Attend monthly committee meetings and provide a report if required.

**RELATIONSHIPS:**

- Reports to the President and General Committee.
- Work with Senior / Junior Teams Coordinators to coordinate grading sessions as required.
- Liaise between coaches, parents and committee on coaching matters.

**ACCOUNTABILITY:**

- It is the responsibility to ensure each team has a coach in place who is qualified and suitable to coach that level team.
- Should report 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 around peak periods such as the registration period. Away from these times, it would decrease.





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### **ESSENTIAL SKILLS:**

- Passionate and dedicated to promoting the club to the wider community.
- Willing to work with other coaches to share knowledge and assist with any problems / questions.

### **DESIRABLE SKILLS:**

- Accredited to deliver Community Football coaching courses



**Mt Colah Football Club**  
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