



COACHING COORDINATOR Role Descriptor

PURPOSE

To coordinate the recruitment and organisation of Coaching volunteers within the club programme.

MAIN FUNCTIONS AND DUTIES

1. Coordination

- Oversee all coaching volunteers and promote their activities
- Coordinate with the President and Head Coach to implement a plan to support their coaching volunteer requirements
- Align any plans to support the Club's Strategic Action Plans i.e. SwimMark+
- Support the coaching volunteers to help them achieve their objectives
- Liaise closely with the Wellbeing & Protection Officer to ensure that each volunteer is aware of Club/SASA Child Protection Policy and Procedures
- Coordinate with the STO Coordinator the 'volunteer of the year' awards

2. Records

Maintaining effective records and administration

- Keeping up-to-date details regards coaching volunteer appointments, qualifications and training. Ideally through TeamUnify membership records.
- Submit all training applications and make necessary arrangements and ensure that all grants are applied for and received
- Filing all applications & correspondence

3. Communication and correspondence

- Be the first point of contact for all coaching volunteers
- Get to know all Club coaching volunteers and potential volunteers
- Ensure coaching website page content is up to date to support the volunteer programme
- Attend and report at Committee meetings
- To liaise with Scottish Swimming, District, local authority, other clubs and partners as required and maintain effective relationships

SKILLS / ATTRIBUTES

- Approachable & Good Listener
- Confident and Effective Communicator
- Tactful & Discreet
- Well organised and able to delegate
- Enthusiastic and a good motivator

REQUIREMENTS

- Be a member of Scottish Swimming
- Sign and adhere to the Club's Volunteer Code of Conduct
- Be aware of key grant providers and partners
- Attend appropriate training

TRAINING AND SUPPORT

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)