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## COACHING COORDINATOR JOB DESCRIPTION

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### Our Organisation

The Darwin Netball Association (DNA) is the governing body for netball in the Darwin region. We aim to unite, inspire, enrich and support those who love the sport of netball as much as we do.

The DNA has an elected Management Team who are volunteers. The DNA has a part time Administrative Officer who coordinates the administrative functions of the Association to lessen the burden on the volunteers.

### Primary Objective

- The Coaching Coordinator's role is a volunteer position.
- To disseminate information to association/club coaches regarding coaching courses and seminars.
- To coordinate DNA coaching courses and team selections.

### Key Duties

- To disseminate information to association/club coaches regarding coaching courses and seminars.
- Direct, control and coordinate the duties of the selection committees.
- To liaise with Netball NT regarding Development and above level coaching courses at the Association level.
- To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches.
- Work with the Administrative Officer to maintain records of coaching service and accreditation.
- Ensure all coaches are recognised for their efforts.
- Liaise with the Treasurer in formulating a budget
- Submit regular reports to the DNA and attend meetings as required.

### Skills Required

- Good communication skills and coordinating (very important)
- Friendly and caring attitude
- Effective delegation skills
- Is well informed of all DNA activities
- Is aware of the future directions and plans of the DNA
- Understanding of the DNA's constitution, by-laws, policies and procedures
- Is a supportive leader for all DNA members
- Are appropriately screened as per the Member Protection Policy.