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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 paid 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 liaise with the Administrative Officer to disseminate information to association/club coaches regarding coaching courses and seminars.
- To coordinate DNA coaching courses and DNA team selections.

### Key Duties

- Direct, control and coordinate the duties of the DNA selection committees in conjunction with the Junior Coordinator.
- To coordinate and manage junior and or senior development programs, clinics and specialist netball sessions.
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- To liaise with Netball NT regarding coaching development and above level coaching courses.
- 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.
- Liaise with the Treasurer in formulating a budget
- Submit regular reports to the DNA and attend Management Team meetings.

### Skills Required

- Good communication skills and coordinating
- 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
- Can maintain confidentiality on relevant matters.
- Foundation coaching and/or C Badge Umpire.