

Mullaloo Surf Life Saving Club Inc.

PO Box 119, Hillarys WA 6923
Phone (08) 9307 7766 • Fax (08) 9307 7769
www.mullaloosurf.com.au • e-mail: info@mullaloosurf.com.au



Family, safety, respect, excellence, integrity and unity.

POSITION DESCRIPTION: MANAGER: COACHING

Purpose

- Provide management and support for the effective coordination of Coaching activities in Senior, Junior and Masters competition areas of the club
- Availability as the key contact for the club relating to Coaching matters

Qualifications

- Financial member of Mullaloo Surf Life Saving Club
- Holder of a recognised Surf Life Saving Australia award
- Holder of a current and clear Police/Security clearance check

Scope of Accountability

- Develop and implement operational plans within the portfolio to meet the strategic outcomes of the Club
- Manage general coaching equipment and resources for the coaching program
- Select and manage Coaches to support the coaching program within the club
- Manage the coaching development process for club coaches
- Manage and Maintain the Club's Gym for use by it's members
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Communication tools e.g. club website, are kept up to date with training and coaching opportunities
- Establishment and maintenance of club subcommittees relevant to the portfolio
- Provide representation of the club at relevant surf life saving forums
- Promotion of the club to the community of Western Australia
- Direct liaison with counterparts at other surf life saving clubs
- Preparation of monthly and annual reports on activities within the portfolio
- Manage (either self or an appropriate delegate) and report on committee meetings relevant to the role:
 - Coaching Panel

Reports To

- General Manager: Surf Sports

Direct Reports

- All club Officers providing services to the portfolio:
 - Discipline Coaches
 - Coaching Equipment Maintenance Officer

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Key Performance Indicators

- Effective management of the Coaching portfolio providing members with a range of training, skills development appropriate to age and ability
- Efficient organisation of qualified coaching personnel, water safety personnel and associated key activities relating to coaching in all disciplines
- Promotion and participation of representation of the club aligned to Competition plans
- Promotion of member participation in the full range of Coaching disciplines
- Effective contribution to a safe and healthy environment for all aspects of surf club activities regardless of location
- Attend relevant meetings (minimum 75% attendance)
- Attend (either self or an appropriate delegate) relevant Surf Life Saving forums as club representative
- Attend any subcommittee meetings relevant to the portfolio
- Timely and accurate monthly and annual reports
- Accurate reporting on the full range of Coaching activities
- Provision of accurate and timely information to members through the club Officers serving the portfolio