

# Mullaloo Surf Life Saving Club

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

## POSITION DESCRIPTION – COACHING MANAGER

### PURPOSE

The portfolio aims to:

- Provide management and support for the effective coordination of Coaching activities in Youth/Open, Nippers and Masters competition areas of the club
- Availability as the key contact for the Club relating to Coaching matters

### APPOINTMENT

- a) Expressions of interest shall be called from members of the Club;
- b) Appointment of Operational Managers will be by the Board, in consultation with the General Managers.
- c) The position has a tenure period of one year after which the incumbent is able to re-apply for the role;
- d) An estimated 2-8 hours per week to fulfil the role.
- e) The position is a volunteer role.

### KNOWLEDGE AND SKILLS REQUIRED

- a) Good understanding of surf life saving surf sports activities
- b) Financial Member of Mullaloo SLSC
- c) Current holder of Police Clearance certificate
- d) Current holder of Working with Children
- e) Desirable to have experience in the management of people

**REPORTS TO:** General Manager Surf Sports

**DIRECT REPORTS:** Discipline Coaches, Gym Supervisors, Maintenance Officers

**BUDGET:** Amount depends on the requirements allocated by the Board for operating.

### ROLE AND AUTHORITY

- a) The position lies within the Surf Sports portfolio:
  - Liaising with coaches, nipper managers, team managers, external service providers as well as office staff.
  - Direct liaison with counterparts at other surf life saving clubs.



## RESPONSIBILITIES

- 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 its members
- Regular attendance at relevant meetings with effective contribution to the meeting process and decision making
- Establishment and maintenance of club leadership/working groups relevant to the portfolio
- Direct liaison with counterparts at other surf life saving clubs
- Provide representation of the club at relevant surf life saving forums
- Regular attendance at bi-monthly Managers' meetings
- Timely monthly reporting
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## Document Control

This document has the following amendment history:

Revision Date	Version No	Nature of Amendment
18/11/2005	1.0	Original Position Description developed.
28/6/2012	2.0	Updated reporting structure
16/8/2018	2.1	Removed KPIs
16/12/2020	2.2	Updated requirements
9/7/2023	3	Updated format and reporting