

Title: Coach Coordinator

Reports to: Club Manager

Qualifications:

- Excellent communication skills
- Maintain communication with all board members.
- Follow through with all tasks
- Planning and organizational skills
- Basic Computer Skills including Word, and Excel
- Ability to hold others accountable with delegated tasks

Responsibilities:

- Responsible for the registering of coaches at the annual registration and as needed during the season.
- Coordinates with the Registrar to identify teams needing coaches and obtaining coaches for those teams.
- Develop and maintain a current contact list of coaches throughout the year and will make the list available to the board as soon as coaches are registered and licensed.
- Maintain open and available communication with the coaches and determine any materials or equipment needed by the coaches to fulfill their duties.
- Identify those coaches needing to be licensed
- Set up a coach classes for the appropriate coaches. The class needs to be set up in time for registration so that any new coaches can plan accordingly.
- Develop a plan for evaluating NSC coaches; determine their skill levels and availability for further development.
- Develop and facilitate a training class to develop coaches to a proper skill level for the appropriate age group. Classes should be coordinated with the league competitive program to avail ourselves of any resources from RCU or any other group including coaches within our club that are licensed and/or have played at competitive levels.

