



## **Position Description**

### **Director of Coaching**

The State Director of Coaching is responsible to the President and Management Committee of the QPA. For operational responsibility, the Coaching Director is responsible to the President. Appointment is for a 12 month period. Appointment is by the Management Committee

#### **DUTIES OF THE POSTION**

- Co-ordinate coach development and coaching of members in Queensland on behalf of the Management Committee.
- To assist in the preparation of the coaching side of strategic and operational plans and budget in conjunction with the management committee and State Administration Officer.
- To budget, account and report on all funding expenditure relevant to coaching.
- To organise and attend coaching meetings including preparation of agendas and discussion papers, oversee the production of minutes and follow up action and correspondence.
- To provide accurate and timely advice to all levels of external individuals, organisations and government agencies in relation to coaching matters.
- To assist in the development and implementation of State coaching policies and procedures related to QPA activities.
- To work in conjunction with and co-operation with the State Administration Officer.
- Appoint Queensland Coaches to Queensland State Teams.
- To conduct one collective coaches meeting per day during National Polocrosse Championships and any or other major events. If unable to attend these events the Coaching Director may appoint a substitute.

#### **QUALIFICATION AND SKILLS REQUIRED**

- Qualification in Polocrosse coaching. Minimum Level 1.
- Proven experience in administrative management, preferably with experience in a voluntary organisation.
- Excellent written and verbal communication skills.
- Ability to think and act strategically and develop suitable planning policies for growth and development of the organisation.
- Ability to carry out a wide range of administrative tasks. Computer literacy and experience with a wide range of software would be an advantage.
- Ability to work independently and to focus on multiple activities simultaneously.
- Excellent public relations skills.