



State Director of Coaching

Position Description

Softball WA is seeking applications for the position of State Director of Coaching (SDC) for up to a two-year term beginning 1 September 2018.

The SDC is integral to the leadership and development of softball coaches across Western Australia. The key responsibilities for the position include (but not limited to):

- The recruitment of suitable members to assist deliver coaching activities within Western Australia in conjunction with the Softball WA Office.
- Oversee the implementation of Softball Australia Limited's (SAL) National Coaching Accreditation Scheme (NCAS).
- Provide advice and make recommendations to Softball WA CEO, Board and relevant sub-committees for the overall improvement and development of coaches.
- Liaise with and carry out any directions from SALs Coaching Director.
- Represent the Association at SAL's National Coaching Advisory Committee and/or Seminar (s) where required.
- Assist/develop information to disseminate on Coaching to all Member Clubs and Associations through the Sports Development & Operations Manager.
- On request liaise with the Sports Development & Operations Manager to organise Coaches and Seminars, for Member Associations.
- Record successful participants of Accreditation Courses and advise SAL and Softball WA.
- Submit to the Association's Office a report on the coaching activities in Western Australia for publication in the Association's Annual Report.
- Submit a report of activities to the CEO quarterly in line with the developed Action Plan.
- Provide guidance, mentoring and feedback to State Team Coaches where required.
- Hand over to the incoming State Director of Coaching all records of the Association within fourteen (14) days of election.
- Reports to the CEO and ultimately to the Board of Softball WA.
- The SDC is a member of the Talent Development Committee, providing advice and support regarding the selection of State Team Officials and Players.

Persons interested should have their coaching accreditation and a good understanding of the NCAS accreditation system. They should also have good time management and organisational skills; good communication skills (verbal and written); have the ability to coordinate other volunteers, and be competent with Microsoft Word and Excel.

Applications should be submitted to ceo@softballwa.org.au with a cover letter and resume outlining the skills, experience and reasons why they should be preferred for the position.

Please note this is a voluntary position only, and at times the State Director of Coaching will be required to travel for meetings, seminars and training where the Association will cover relevant associated costs.

For any further information or queries, please contact the Softball WA CEO on 6181 3900. Applications close 5pm Friday 24th August 2018.