



## Vermont Vultures Basketball Club position description – Coaching Admin

Updated 20/11/2023

**Role:** Coaching Admin

**Role classification:** Voluntary

**Exec Committee member:** Via nomination

**Committee member:** Yes

**Expected hours of work:** 5-10 hours per month, variable by month

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### Purpose

The purpose of this document is to outline the roles and responsibilities of the Coaching Admin at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

### Summary

The role of Coaching Admin is a key role within the Vermont Vultures. The key responsibilities for this role include strategic planning, coaches training & upskilling program, and development of junior players into coaching roles.

### Role description

This role is generally the first point of contact from coaches regarding equipment, training, and mentoring. You will work closely with the Coaching Coordinator and be involved with discussions on how to build coaching knowledge, attain higher retention and discuss any disciplinary actions where required. The role is supported by the Coaching Coordinator and Exec Committee.

1. Development of Vultures coaches utilising Basketball Victoria coaching programs, as well as in-club resources with the goal of having 100% of our coaching at least Community Certified
2. Play by the rules badge: Maintain\record coaches completion
3. Utilisation of Vultures Facebook Coaches page to drive ongoing engagement (in conjunction with the Communications Manager and Social Media & Website Manager)
4. Assist maintaining the coordination of a junior coaches' development program through the assistant, mentor and independent paths, to create a pipeline of future coaches with the necessary knowledge and skills. Identify senior mentors where required.
5. Provide assistance to Age Group Coordinators to identify current, past or future coaches for placement each season
6. Manage the ordering, supply and recording of the coaching hoodies and polo shirts
7. Management and updates to the clubs Basketball Coaches Policy and online "Coaches Corner" in conjunction with the Coaching Coordinator, and supported by the Comms\Website Team
8. Management of Coaches equipment in conjunction with the Coaching Coordinator including proposed changes to equipment, maintaining stock levels, and receiving\issuing deposits
9. In conjunction with the coaching kit equipment, provide a game ball to all teams in a sustainable manner
10. Oversee Age Group Coordinators in placing and recording coaches and team managers each season and completing assignments into PlayHQ
11. Assistance with new Basketball coaches including coordinating "pairing" with more experienced coaches, advising of resources, and other general queries
12. Be involved in discussions on how to build our coaches - with Coaching Coordinator lead
13. Be involved in any disciplinary issues with coaches - with Coaching Coordinator lead

**Skills required**

The successful applicant will possess:

- Excellent administrative skills in recording coaches, youth coaches, equipment lists, certification lists, etc.
- Good written and verbal communications skills
- Ability to set up and run small events with external resourcing

**Qualifications required**

- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

**Remuneration**

This role is voluntary

**Mandatory Competencies/Licenses**

- Working with Children Check

**For more information on this role**

Secretary [secretary@vermontvultures.org.au](mailto:secretary@vermontvultures.org.au)