



## Vermont Vultures Basketball Club position description – Coaching Coordinator

Updated 25/11/2023

**Role:** Coaching Coordinator

**Role classification:** Voluntary

**Exec Committee member:** Via nomination

**Committee member:** Yes

**Expected hours of work:** 10-15 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 Coordinator 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 Coordinator 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 general “how to” queries. The role is supported by the Exec Committee and Communications Manager.

1. Strategic planning of coaching at The Club, including training and coaching pipeline
2. Development of Vultures coaches utilising Basketball Victoria coaching programs, as well as in-club resources
3. Utilisation of Vultures Facebook Coaches page to drive ongoing engagement (in conjunction with the Communications Manager and Social Media & Website Manager)
4. Design and coordination of a junior coaches’ development program to create a pipeline of future coaches with the necessary knowledge and skills
5. Provide assistance to Age Group Coordinators to identify current, past or future coaches for placement each season
6. Management and updates to the clubs Basketball Coaches Policy and online “Coaches Corner”
7. Management of Coaches kit’s in conjunction with Coaching Admin including proposed changes to Equipment – both performance and medical
8. Assistance with new Basketball coaches including coordinating “pairing” with more experienced coaches, advising of resources, inviting them to other training sessions to gain experience\ideas, and other general queries. Touching base with them during the season to ensure progression and communication channels
9. On-court sessions with all junior coaches to set goals, discuss ways to communicate and achieve goals for the team, and analysis at the end of each season
10. Ensuring youth coaches are progressing and coaching a suitable standard

### Skills required

The successful applicant will possess:

- Deep basketball coaching expertise, particularly with junior (U8-U18’s) children
- Good written and verbal communications skills

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)