

Volunteer Recruitment

Position Description



Volunteer Position Title:	Head Coach (HC)
Team / Program:	2020 Junior National Games
Time Commitment:	Approximately 4-8 hours a week from September 2019 to October 2020 Attend Team Training Camp (2 days - date TBC) Travel to Launceston from 18-23 October 2020 (approx.)
Reporting To:	Head of Delegation (HOD)
Screening / Accreditation Requirements:	<ul style="list-style-type: none"> - Working with Children's Check - Police Check

Description of the role:

The HC will be the primary contact between the HOD and their sports team. They will be responsible for organising a training program for athletes to ensure they are prepared to compete at the Games. The Junior National Games provides athletes aged 8-15 with the opportunity to compete against other states.

During the Games the HC will manage athletes and provide support and encouragement for daily competition. They will also ensure that all team officials understand their roles and responsibilities and are fully prepared for the Games.

Competencies, Skills, Experience, and Education:

	Essential	Desirable
Competencies/ Skills	<ul style="list-style-type: none"> - Proven high quality administration, communication and organisational skills - Demonstrated people management, interpersonal and conflict resolution skills - Proven team management - Ability to be flexible & improvise when required - Ability to work under pressure with limited resources and to tight timelines - Has awareness of the needs of athletes with an intellectual disability - Candidate must be physically fit, healthy and have the capacity to work consecutive long hours for the duration of the Games 	
Experience / Education	<ul style="list-style-type: none"> - Current Coaching Accreditation in your sport - Experience with travelling teams - Experience working directly with athletes with a disability 	<ul style="list-style-type: none"> - Previous coaching experience

Key Performance Area	Key Tasks	Performance Indicators
Pre Games	<ul style="list-style-type: none"> - Provide administrative support and coordinate team communications - Prepare and implement training program for all athletes - Communicate with all athletes, parents/carers, and their club coaches in relation to their preparation, training and the expectations of competing at the Games - Support the HOD with team uniform, accommodation and travel requirements - Manage team coaches and support staff and ensure they fulfil their roles and responsibilities fully - Ensure that all the team medical and dietary requirements are documented - Provide athlete event registrations to HOD 	<ul style="list-style-type: none"> - Administrative support provided in timely and efficient manner - Programs prepared and athletes progress monitored - Regular communication with coaches, athletes and families - Uniform, accommodation and travel requirements were completed within set deadlines - Effectively manage the coaches & team support staff - All medical and dietary requirements communicated to coaches - Athlete registration details provided to TM by deadline
During Games	<ul style="list-style-type: none"> - Prepare athletes for daily competition and ensure athletes are correctly entered into events, arriving on time with the required equipment available. - Coordinate and provide a timetable of daily programs, competitions and travel to athletes and coaches - Provide updates to HOD and Medical Personnel (MP) of athlete results and any medical or behavioural concerns of athletes - Effectively provide 24 hour care for assigned athletes and support their personal needs - Perform any athlete care duties required and provide overall assistance to the team 	<ul style="list-style-type: none"> - Athletes provided every opportunity to achieve their personal best - Effectively coordinated and communicated timetable with athletes and coaches for daily activities, competitions and travel - Team Management and MP updated daily on team results and happenings - Athletes provided highest level of support & care - Athlete care duties completed with good grace
Post Games	<ul style="list-style-type: none"> - Complete post Games official evaluations with all officials in your team - Submit results and a written report to HOD one month after the conclusion of the Games - Organise debriefing sessions with the HOD, Assistant Coach/s and athletes - Resolve any outstanding matters, closing off all responsibilities before exiting the role 	<ul style="list-style-type: none"> - Comprehensive official evaluations completed by date set - Final results and games report submitted by deadline - Undertook debrief sessions with HOD, coaches and athletes - All outstanding matters resolved
Key Relationships And Interactions:		
Internal	SOA, Head of Delegation, Assistant Head of Delegation, Coaches, Team Support, Medical Personnel, Athletes	
External	Parents/Carer(s), Clubs	