



POSITION DESCRIPTION

Coaching and Officiating Coordinator

Our Vision

Inspired by Edmund Rice, our vision is to enable all people to actively participate, contribute and add value to society

Our Mission

We seek to empower the people whose lives we touch through education, youth leadership and the development of community

Type of employment:	Part-time (up to 22.5 hrs/week)
Duration:	Starting 1 February to 30 June 2021 with the possibility of extension
Classification:	Social, Community, Home Care and Disability Services Industry Award [MA000100]

About the role	<p>The Coaching and Officiating Coordinator is responsible for training new coaches and officials through the ERCWA sporting programs and ensuring access to opportunities to practice their newly acquired skills. They will also work with Sports Program Coordinators to ensure a good standard of coaching is maintained across all programs, particularly the Pathways Projects. The Coaching and Officiating Coordinator will also be responsible for promoting the Go for 2&5 Healthy Lifestyle message across ERCWA programs. Over the years, the Coaching and Officiating Academy has produced over 80 coaches and more than 70 officials.</p> <p>A major component of the role is running the ERCWA Multicultural AFL Umpiring Academy. The Academy was founded in 2017 by then 14-year-old Ugandan teen, Brenda Amito, to promote the transition of Culturally and Linguistically Diverse (CaLD) youth into mainstream AFL Umpiring. Bringing cultural diversity into AFL Umpiring has been an objective of the AFL for a long time, but it was not until the launch of this program that this was made possible. The program is smashing cultural barriers by introducing AFL umpiring to multicultural young people. Our umpires have broken cultural stereotypes, inspired mainstream Australians with their professionalism and skill and brought a greater sense of cultural harmony to the community. The academy is the first of its kind in WA, perhaps Australia. Brenda's efforts and passion have earned her the 2019 WA Young Person of the Year!</p>
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<p>2. KEY DUTIES AND RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Develop and implement program activities and strategies 2. Organise the delivery of Community, Intermediate and Advanced Coaching and Officiating courses 3. Coordinate the selection, training and development of new coaches and officials 4. Organising refresher and upskilling sessions for existing coaches and officials 5. Coordinate and implement professional development opportunities 6. Visiting existing programs to ensure consistent and high standard of coaching is maintained 7. Stakeholder engagement including but not limited to state sporting associations, districts, and community organisations 8. Commitment to learning the Laws of the Game and act as a key source of knowledge. 9. Supervise youth workers and the program intern/s 10. Development of mentors to assist with program delivery 11. Manage budgets
<p>3. GENERAL DUTIES AND RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Ensure registration forms, enrolment forms, attendance lists and other reporting are kept up to date 2. Promotion of the program 3. Ensure all equipment, including First Aid materials, is adequately maintained and to put in a requisition if new equipment is to be purchased 4. Producing reports as required 5. Attend in-service courses associated with issues pertaining to the Edmund Rice Centre 6. Perform other duties that may arise relating to the program
<p>4. REPORTING RELATIONSHIPS</p>	<p>Directly responsible to the Youth Projects Team Leader</p>
<p>5. QUALIFICATIONS</p>	<ol style="list-style-type: none"> 1. Working with Children Check 2. National Police Certificate 3. A Degree, Diploma, Certificated or approved equivalent qualifications 4. Suitable qualifications and/or relevant experience in youth work/sport/community service fields 5. A current Western Australia Driver's License
<p>6. SKILLS AND KNOWLEDGE REQUIRED</p>	<ol style="list-style-type: none"> 1. Relevant experience in youth and community work 2. Previous staff and project management skills are desirable

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| | <ol style="list-style-type: none">3. Effective strategic planning, organising, and time management skills4. Excellent verbal and written communication skills, including ability to effectively communicate with internal and external stakeholders5. Demonstrated IT skills including proficient use of Microsoft Office Suite and social media platforms6. Ability to work effectively in a team and independently7. Able to take initiative8. Must be able to work under pressure and meet deadlines, while maintaining a positive attitude9. Possesses good interpersonal skills and able to work effectively with youth10. Ability to build rapport with a diverse group of young people and their families, including an understanding of issues faced by these communities |
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