



## Position Description

Title:	Primary School Coach
Reports to:	Operations Manager
Position Type:	35 hours per week
Objective:	Planning and delivery of comprehensive and engaging sports coaching to community Primary Schools and Holiday Programs.

The following knowledge, skills and abilities are required to meet performance standards:

- Time-management and planning skills to a high level
- Knowledge of principles and methods for curriculum design, teaching and instruction for individuals and groups
- Relevant First Aid Certification
- Effective and appropriate oral communication skills
- Ability to adjust instructional methods to the situation
- Applies lateral thinking to identify problems and possible solutions
- Relevant Tertiary qualification
- Practical knowledge of human behavior and performance and its effects on ability, learning and motivation
- Build strong internal working relationships to foster a positive work climate
- Be available for afterschool coaching up to 3 hours per week.

Duties and Responsibilities:

- Plan 30 minute progressive coaching sessions, to include developmental and consolidation skills
- Schedule coaching time, meetings and planning where appropriate
- Ensure all equipment and delivery notes are available for each session
- Liaise with teachers regarding sessions at each school during planning and on arrival
- Maintain supplied sports equipment and ensure it's returned in a good state
- Report any damaged equipment to the appropriate person
- Complete duties for the betterment of any of the Trusts facilities
- Conduct yourself in a professional and appropriate manner at all times
- Operate and maintain the supplied vehicle to ensure Health and Safety requirements are met
- Keep up to date on First Aid and Health and Safety procedures