COACHFORCE OFFICER

JOB DESCRIPTION

**POSITION TITLE:** Squash CoachForce Officer

**REPORTS TO:** Squash [District] Association [Board / Regional Manager] and Coaching & Development Director of Squash New Zealand

**LOCATION:**  [Location]

**HOURS OF WORK:** [Full / Part] time position with regular weekend and evening work, flexible hours required

**KEY RELATIONSHIPS:** Squash New Zealand staff

Regional Squash District Association staff

District CoachForce Facilitators

Regional Sports Trust staff

Squash Clubs and Venues throughout region

Club CoachForce Coordinator

Schools

Coaches and Volunteers

**ROLE PURPOSE**

The Squash CoachForce Officer is responsible for the leadership, management and delivery of CoachForce objectives and initiatives that support the education and development of Squash coaches within the [region], specifically:

* Creating more and better coaches, coaching more often, contributing to increased participation in organised sport at a community level.
* Providing a delivery mechanism for the Squash New Zealand Strategic Coaching Plan.
* To continually improve the quality of the coach education process, ensuring that coaches have ongoing pathways for future development.
* Increase the recognition and status of coaches to ensure they are valued and that coaching is seen as a rewarding experience.

**KEY CONTRIBUTION AREAS AND STRATEGIC OUTCOMES**

**Coach Recruitment and Retention**

* To increase the number of trained Squash coaches.
* To increase the quality of active Squash coaches.
* To provide mentoring opportunities for Squash coaches to be supported.

**Coach Development and Pathways**

* To plan and coordinate the delivery of quality coach development opportunities for all Squash coaches of all levels within the region.
* To develop and promote the Squash New Zealand National Coach Development Framework within the region and support coaches in their progression through the framework.
* To initiate, facilitate and develop new coach development opportunities and resources across the region.

**Coach Recognition**

* To ensure all coaches feel well supported for their efforts and contribution

**Communication**

* Communicate at all levels effectively and efficiently to individual Coaches, Schools, Clubs and Squash New Zealand.
* Formulate links and networks within the Squash community including Coaches, Officials, Players, Schools and Clubs.
* To develop and maintain a comprehensive database.

**Planning and Reporting**

* To develop quality plans to enable coaches to focus on coaching.
* Timely and accurate reporting.

**PERSON SPECIFICATIONS**

**Essential**

* Ability to deliver Squash programmes that provide education to volunteers.
* Understanding coaches, their role within a team/club, their needs and how to meet those needs.
* Sound understanding of Squash and its value to its people and their communities.
* Outstanding communication, networking, reporting and presentation competencies.
* High levels of organisational, administrative, planning and reporting skills.
* Computer literacy required with emphasis in Microsoft Word, Excel, PowerPoint and the Squash New Zealand online iSquash database system.
* A track record of making a positive contribution to a team effort.
* An understanding of how to develop and maintain effective relationships.
* Leadership with ability to recruit and develop coaches.
* Good customer service skills (listening, communication and mediation skills).

**Desirable**

* A relevant tertiary qualification
* The ability to relate and work with a wide variety of people
* Operate as a trouble shooter and problem solver, demonstrate flexibility and ability to adapt
* Knowledge and relevant experience in the sport sector