



JOB DESCRIPTION – LEVEL 2 COORDINATOR

- Organise Level 2 modules:
 - organise presenters (presenters' notes and other requirements)
 - organize supervisor
 - arrange collation of course books with office
 - ensure all coaches are notified of module dates and times
 - arrange cheques for course presenters and supervisor
 - undertake acquittal of Level 2 modules & send details to VCCA Treasurer
- Liase with Office on all telephone and email enquiries from coaches.
- Attend Coach Education Committee meetings (1-2 per year)
- Forward list of names of those completing course to National Registrar (Lorraine Spencer) via the office.
- Organise, the presentation of certificates to coaches after completion of modules.
- Collate Evaluation Feedback from Modules
- Liase with presenters any suggested changes and notify ACFCC delegates of suggested changes to be presented for course reviews.
- Liase with office and registrar to ensure up-to-date database be retained of all Victorian coaches.
- Set dates for future Level 2 modules at least 6 months in advance.
- Communicate with office and Coach Education administrator course details and any problems that arise.