

## **Job Description - (Coaching Team Leader)**

### **Scope**

The Coaching Team Leader is accountable to the Board of Directors. The purpose is to manage, within available funding, a coaching program including lessons to new members and ongoing coaching for those members wishing to prepare for competition.

### **Key Responsibilities and Duties**

1. Liaise with Director-at-Large (Bowling) to maintain communication with Board of Directors.
2. Work with the Treasurer to prepare an annual budget for the coaching program. Monitor expenditures.
3. Develop a program for new bowlers at the beginning of the bowling season.
4. Establish plans to train club coaches.
5. Recruit members as coaching volunteers.
6. Assist with Open House (May) by recruiting volunteers to help visitors deliver some bowls.
7. Oversee the coaching of new bowlers.
8. Provide further coaching for bowlers beyond first lessons such as refreshers, clinics, skills training, and strategy workshops.
9. Organize the Club Novice Tournament in July (bowling and hospitality).
10. Arrange skills' clinics for bowlers beyond first year.
11. Provide training for members interested in more competitive bowling.
12. Evaluate program on an ongoing basis.
13. Assist with recruitment and training of a Club member to facilitate future leadership in this position.

### **Details to Help the Process for New Bowlers**

- Plan an information meeting for coaches in April.
- Prepare schedule of lessons for new bowlers and assign coaches.
- Greet new bowlers at Open House and schedule first lessons.
- Appoint coordinator(s) to help with lessons for new bowlers.
- At end of each lesson schedule bowlers for the next lesson.
- Schedule coaches for Novice League.
- Arrange individual coaching for new bowlers after May 31.
- Solicit feedback from coaches in September to review the season.

### **Target dates**

Coaching for new bowlers to begin immediately following Open House (1st Saturday in May) and to continue until the end of May.

**September 2019**