



JOB TITLE: Coaching Coordinator

JOB TYPE: Permanent Part Time

LOCATION: Clippers Stadium, 22 Elizabeth Daniels Way, Buderim QLD

KEY INTERNAL CONTACTS: Operations Manager, Competitions Coordinator

POSITIONS OVERVIEW: The Coaching Coordinator at Maroochydore Eagles Basketball Association (MEBA Inc.), also known as Suncoast Clippers Basketball, oversees the development and support of coaches within the organisation. This role ensures quality and consistency in coaching at all levels, fostering a supportive environment for coaches and players. By managing resources and training, the Coaching Coordinator plays a key role in the smooth operation of Clippers basketball programs, promoting player development and strengthening the club's community presence.

MAIN DUTIES/RESPONSIBILITIES:

- Provide ongoing support to weeknight coaches, ensuring they have the resources and guidance needed for a successful competition.
- Oversee the coordination of coaches for Clippers training and all other basketball programs, ensuring they run smoothly and efficiently.
- Organise and run holiday clinics, including the selection and scheduling of coaches for sessions. Ensure the clinics are structured to support player development during off-seasons.
- Coordinate coaching courses and encourage coaches to attend relevant courses for skill development and certifications.
- Keep a detailed and up-to-date coaches database, including monitoring Blue Cards and other compliance requirements.
- Develop updated coaching programs for the following groups:
 - Mini Clippers
 - Little Dribblers
 - Club Trainings
 - Academy Programs

SKILLS & EXPERIENCE

Qualifications:

- Minimum Club Coach (BQ level 1)
- First Aid Certificate
- Blue Card

Experience:

- Basketball Coaching
- Experience in a similar role

Skills:

- Proficient Microsoft Office skills (Word, Excel, PowerPoint and Outlook)
 - Experience with Basketball Connect platform is desirable
- Excellent verbal and written communication

- Demonstrated ability to organise workload effectively to meet deadlines and ensure all coaching programs, clinics, and events run smoothly.
- Demonstrates a respectful, courteous, and professional demeanour in all interactions with staff, coaches, and members of the club and community.
- Excellent Customer Service.
- Competency with Social Media Platforms.
- Proactive and Solutions-Focused.

PERFORMANCE GOALS:

- Complete tasks on time
- Ensure that the training and competition venues are safe, clean, and well-maintained for coaches, players, and all facility users.
- Be responsible for opening and closing the venue for competitions and training when required, ensuring the space is prepared for events.
- Provide professional customer service to members, clients, and guests, ensuring a positive experience for everyone involved in the association.
- Actively promote the club across various platforms (social media, newsletters, etc.), helping to increase the association's visibility and reputation.
- Assist with additional tasks as directed by management contributing to the overall success of the organisation.
- Work collaboratively with team members, fostering a positive, cooperative environment to achieve organisational goals
- Participate in professional development, including self-directed learning and any required training, to continuously improve skills and knowledge in coaching and management.