

Writing a
coach job
description



WRITING A JOB DESCRIPTION - COACH

Before you begin to actively look for a coach, it's important to draw up a clear job description that takes account of all the needs of the club. Make sure that the job description and person specification is appropriate for your needs. For example don't advertise for or appoint a performance coach if you want to develop and extend your tennis programme.



Roles and Responsibilities:

Include some information on the club e.g. aims and objectives, details of the current programme, inter-club and player success as well as the key role requirements as follows:

Set up, manage and promote the club and its coaching programme

Establish a Hot Shots programme

Develop a progressive junior coaching programme

Work in partnership with the regional coaching team to identify and support the development of players in the local area

Establish quality school club links

Develop coaching opportunities for the adult members

Organise regular intra/inter competitive opportunities for adults and juniors of all levels (who are interested in playing competition but aren't of the standard to represent the club at inter-club)

Attend club committee meetings (as agreed)

Recruiting the right coach can make or break your club. The right coach will help recruit and retain members but the wrong coach will quickly help reduce your membership!

Person Specification:

Set out what kind of coach you are looking for - not everything listed below will be applicable:

Qualification level; do you need a coach capable of working across the whole membership or one who focuses on the performance side of the programme?

TNZ registered coach with a commitment to personal development

Capable of delivering a quality tennis programme

Capable of working with schools to develop quality school links

Capable of providing local competitive opportunities for juniors and adults

Capable of working with performance players

Excellent customer service skills

Capable of working with the club committee

Have a valid police check

Assistance:

For any assistance or enquiries on implementing any of the above suggestions please contact your regional development manager.

The coach is a key player within the club!



Ensure that you recruit a coach that is capable of delivering what the club needs and has a personality to suit the club and its members. If your club has a thriving junior Hot Shots programme it is pointless recruiting a coach that is best suited to coaching the mid week ladies!