

## **TRAINING CO-ORDINATOR**

**Responsible to:** Chief Training Officer and Management Committee

### **RESPONSIBILITIES AND DUTIES**

- Organise and manage all training courses, both Club and Branch run courses, including SRC, Radio, Bronze, IRB Crew and Driver, BBM, ARTC, Spinal Management, Gold Medallion, First Aid and SMAR.
- Advertise courses and organise resources such as trainers, welcome letters and course paperwork (outline, learner guides etc) for candidates.
- Ensure sufficient quantity of manuals, masks, T-shirts, pink training singlets and training caps are available for courses planned for the season.
- Attend Club Rego days to brief candidates on course outcomes, expectations and organise course material.
- Set calendar for courses to be run throughout the season.
- Set training days for courses that require rooms in the Club ensuring availability and booked with appropriate personnel via CTO.
- Organise water safety and setup for assessments hosted by Dee Why.
- Organise trainers for SRC, SRC to Bronze and Bronze courses 1:6 ratio, and other courses as appropriate.
- Ensure all candidate details for every course are given to the CTO to be verified. Must be done at induction prior to the start of the course.
- Organise courses for higher awards e.g. ARTC. This will need to be booked at Branch via the CTO.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Hold a Bronze Medallion
- Proficient computer skills and administration
- Ability to organise and delegate tasks
- Aware of Work Health & Safety policy
- Maintain confidentiality on relevant matters
- Can communicate effectively and possess good interpersonal skills
- Friendly, positive and enthusiastic