

## **COACHING – CHAIRMAN – JOB DESCRIPTION**

### **Major Objective/Purpose:**

- a. Oversee the everyday operations in conjunction with Committee Members and the Program Coordinator to ensure assigned tasks are completed by deadlines – including Coaching Instructor Training Clinic, Symposium, clinic assignments and general correspondence.

### **Qualifications:**

- a. Good communication and administrative skills
- b. Good understanding of the NCCP Coaching Program
- c. Must be trained in Competition-Introduction, Softball
- d. Must sign Association's Confidentiality Agreement.
- e. Must complete a Softball Ontario Volunteer Application.

### **Responsibilities:**

- a. Schedule, chair and establish agenda for each meeting in conjunction with the Program Coordinator.
- b. Have knowledge of and support Softball Ontario and all of its programs.
- c. Communicate closely with the Softball Ontario Program Coordinator and to a lesser extent the Executive Director, regarding the everyday operations of the Coaching Program.
- d. Communicate with the Participation Committee Chairman, ensuring that both programs are working hand in hand with new participation initiatives.
- e. Submit reports to, and attend the Board of Directors' meetings in January & October.
- f. Select in conjunction with the Program Coordinator and possible current committee members, new committee members.
- g. Delegate duties as required to committee members and follow up on the completion of these duties
- h. Determine Coaching Program budget with assistance of the committee and the Program Coordinator.
- i. Organize and ensure the smooth running of the Coaching Instructor Training Clinic.
- j. To submit articles for Coaches Clipboard.
- k. To oversee Coaches Symposium.
- l. Be a mentor to another Softball coach if requested.

### **Commitment/Duration of the Job:**

The position of Coaching Committee Chairman is appointed for a period of two years.  
Maximum of three (3) two (2) year terms.

### **Supervisor:**

The Chairperson of the Coaching Committee is recommended to the Board of Directors by the active/current members of the Coaching Committee. The selected name is submitted to the Board for their approval and is responsible to the Softball Ontario Board of Directors.