

## **Coaching- Learning Facilitator- Job Description**

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

- a) To assist the delivery of the National Coaching Certification Program for the sport of Softball in the Province of Ontario
- b) To keep abreast of program changes and attend re-certification or upgrading courses to qualify and recertify when revisions are made in the NCCP
- c) To ensure all necessary forms are properly completed and submitted to Softball Ontario as per policy
- d) To forward clinic evaluation sheets to Softball Ontario

### **Qualifications:**

- a) Good communication and administrative skills
- b) Willingness to do tasks as assigned by the Coaching Committee Chairman
- c) A keen interest in Coach Development
- d) A good understanding of the NCCP Coaching Program an asset or must be fully certified Level 3 or must be trained in Competition-Introduction Softball (depending on the stream they are Master Learning Facilitator for)
- e) Attend Learning Facilitator Training session as required
- f) Have strong leadership skills
- g) Coaching experience in a competitive coaching situation
- h) To be committed to the program for a minimum of 5 years
- i) Has teaching and facilitation experience in an adult education environment is considered an asset
- j) Has a post-secondary education degree is considered an asset
- k) Must sign Association's Confidentiality Agreement
- l) Must complete a Softball Ontario Volunteer Application
- m) Be a mentor to another Softball coach if requested.

### **Responsibilities:**

- To provide a report or to appear at all Softball Ontario Coaching Meeting when required
- Receive and review all materials/minutes distributed by Softball Ontario
- Do tasks as assigned by the Coaching Committee and/or Chairperson
- Help Promote the Softball Ontario Coaching Program
- Instruct at NCCP Coaching Clinics for Softball
- Adhere to all Softball Ontario and Coaching Policies and Protocol
- Submit articles for Coaches Clipboard
- To assist in the delivery of the Learning Facilitator/Evaluator Training
- To assist in the delivery of the Coaches Symposium
- To annually evaluate the NCCP clinic form and provide recommendations to Softball Canada for improvement

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

This position of Learning Facilitator usually covers a period of 5 years.

### **Supervisor:**

Committee Members are appointed by and responsible to the Coaching Committee Chairperson.