Sample Position description – **On Track Coordinator**

|  |
| --- |
|  |
| **Position title:** On Track Coordinator | **Status:** Voluntary |
| **Reports to:**  | **Approx. Time Commitment:** (Centre dependant) |

**Purpose of position:**

The role of the On Track Coordinator is to implement and maintain the On Track program at the Centre. This program is aimed at the U6 – U8 age groups which is held as part of weekly competition at the Centre. Support and guidance is available from the State On Track Coordinator.

**KEY ROLES & RESPONSIBILITIES**

* Planning the program for the season
* Delivery of the weekly program
* Recruiting and organising of On Track assistants
* Prepare parents/helpers roster for the season
* Arranging training for the parents / helpers
* Monitoring and adjusting the program when required

**Knowledge, skill and experience requirements:**

* Able to build relationships
* Sound communication skills
* Valid Working with Children’s Check (WWC) if over 18 years of age