



## LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

**JOB TITLE:** Coach Development Co-Ordinator.

**RESPONSIBLE TO:** Livingston Hearts Executive Committee.

**RESPONSIBLE FOR:** Organising Training courses for coaches.

**RECOMMENDED QUALIFICATIONS:** N/A

**SKILLS REQUIRED:** The Coach Development Co-Cordinator should be able to:

- . Have good organisation skills
- . Have good communication and enjoying meeting and talking with people

### MAIN DUTIES:

- Liaise with the Club management Committee prior to booking any course and venue.
- Make Coaches aware of their progress and identify any shortfall in their courses.
- Ensure that all coaching staff qualifications are kept up to date.

**TIME COMMITMENT:** As required

**Signatures:**

**Coach Development :**.....

**Date:** .....

**Secretary:** .....

**Date:** .....