



# Circular 037:03:07

**To:** Y&LD Council Delegates      Junior Coordinators  
Club Secretaries      Junior Team Managers  
Accredited Coaches

**Cc:** Club Presidents      Y&LD Executive  
LSV Directors

**From:** Andrew Skillern - Manager Youth & Leadership Development

**Date:** 1 March 2007

**Subject:** State Junior Coaching Coordinator – Call for Nominations

**Action:** Nominations Close Friday 23 March 2007

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Applications are now invited for a new position, the State Junior Coaching Coordinator. The role of this person is to oversee and coordinate the development of junior coaching within Victoria.

**Key Criteria:**

- A minimum of a Level One Coach
- Be well versed in all disciplines of LSV competition
- A good communicator
- Be competent in computer skills
- Preferably have a background in teaching or physical education
- Should be competent in all areas of lifesaving competition
- Must be prepared to travel across the state to attend and facilitate programs and meetings
- Hold a minimum award of a surf bronze medallion

Please find attached the nomination form.

**Completed Nomination Forms should be returned by fax for the attention of  
Manager, Y&LD no later than Friday 23 March 2007**

**For additional detail on this Circular contact: Andrew Skillern**  
Email [andrew.skillern@lifesavingvictoria.com.au](mailto:andrew.skillern@lifesavingvictoria.com.au) or by phone (03) 9676 6945  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)  
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# Council of Youth and Leadership Development

**Position Title:** State Junior Coaching Coordinator

**General Role Description:** To oversee and coordinate the development of junior coaching within Victoria

**Reporting to:** Y&LD Teams, Tours & Training Coordinator

## Key Responsibilities:

Liaise with

- LSV Staff
- Coaching Coordinator, Council of Aquatic Sports
- State Team Coordinator, Council of Aquatic Sports
- Pool Coordinator, Council of Aquatic Sports
- Competition Coordinator, Council of Y&LD
- Clubs
- Coaches
- Coaching Coordinator/Directors of other sports
- Others as required

Sub Groups

- State & Development Team Management
- Junior High Performance Squad & Junior Development Squad Management
- State Pool Team Management
- The Coordinator may form sub committees or coopt personnel as required

## Duties:

- Facilitate accredited beginner coaching courses
- Liaise with beginner coaches to ensure completion of all course requirements.,
- To develop and distribute a monthly electronic newsletter for athletes and coaches
- Coordinate and assist in program development for athletes and coaches
- Coordinate and assist in the development of year round competition
- Liaise with other state sporting bodies to develop partnerships with coaching, development and competition
- To liaise and coordinate with the State Coaching Coordinator (Aquatic Sports)
- Coordinate quarterly Coaching Network Sessions/Days
- Provide support to coaches for regional club and state programs
- Oversee representative team selections
- Implement and continuously improve the Sports Development Pathway
- Develop and distribute all training programs to coaches and athletes who require assistance
- Develop a program that recognizes and rewards coaches for their efforts
- Provide bi-monthly progress reports to the Y&LD Executive

## Attend Meetings of:

- Y&LD Junior Competition Panel
- State & Development Team Meetings
- Other meetings as necessary

## Key skills and Competencies:

- A minimum of a Level One Coach
- Be well versed in all disciplines of LSV competition
- A good communicator
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- Should be competent in all areas of lifesaving competition
- Must be prepared to travel across the state to attend and facilitate programs and meetings
- Hold a minimum award of a surf bronze medallion