



Position Details

Position title: Puffers Coordinator

Date of review: September 2018

Position objective

The Puffers Coordinator is responsible for the management, running and coordination of the Clubs Puffers program.

Responsible To

The Puffers Coordinator is directly responsible to the President.

Responsibilities and Duties

- Develop training and skills sessions for the clubs puffer program.
- Maintain puffer's equipment.
- Coordinate coaches to facilitate Puffer's sessions.
- Recruit participants.
- Ensure correct setup and pack down for each session.

Knowledge and Skills Required

- A knowledge and understanding of the VDJRLFC and the ARL Code of Conduct and ARL Safe play Code is essential.
- Has good leadership skills
- Has good motivational and communication skills
- Sound understanding of NRL coaching principles
- Maintains or improves his/her current accreditation level
- Has a sound understanding of modern coaching and teaching principles
- Is well organised
- Sound computer skills
- Knowledge of Microsoft Office programs
- WWVP