

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

TECHNICAL DEVELOPMENT OFFICER

The Technical Development Officer is responsible for the growth and development of coaching, scoring and umpire accreditations and junior representatives of the Maitland City Softball Club Inc.

Responsible to:

The Technical Development Officer is directly responsible to the President and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Technical Development Officer should:

- Ensure compliance in the areas of relevant policy such as working with children checks and other accreditations
- Identify and promote training and development opportunities for players, coaches and other team officials
- Oversee the delivery of coordinated programs in conjunction with other clubs and NDSA that promote softball and increase junior participation
- Be the point of contact for all club members for all technical development enquiries
- Liaise with NDSA board member and communicate all necessary information back to our Club members
- Identify areas for improvement and apply as required
- Encourage coaches, scorers, managers and umpires to sit accreditation levels
- Encourage junior representatives to nominate for representative teams
- Keep committee members informed as developments arise and updates are scheduled
- Support the Rep Coordinator as and when required
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Technical Development Officer is someone who:

- Has good leadership skills
- Is well organised
- Always listens to the input of the committee and club members
- Has good communication and interpersonal skills
- Has clear and accurate written and verbal communication skills, with the ability to develop innovative and engaging content to adapt to suit different communications media and audiences
- Can respond to enquiries quickly and effectively
- Is prepared and able to work to a strict timeframe with accuracy