

Role Outline: Training Coordinator

RESPONSIBLE TO:	Club Committee
COMMITMENT/DURATION:	Elected position for the membership year
PREVIOUS EXPERIENCE REQUIRED:	Qualified Run Leader or Level 2 Coach in Running Fitness

Role Purpose

The Training Coordinator is responsible for representing the Run Leader team at committee meetings and all activities related to the coordination and delivery of training.

Typical Responsibilities:

- Coordinate the delivery of official club runs and training sessions
- Get to know all club run leaders and coaches and potential run leaders and coaches and be their main contact
- Ensure that all run leaders and coaches know what they are doing
- Supervise and oversee the role of run leaders and coaches, including their paperwork
- To ensure that facilities used for club sessions are appropriate for use
- Coordinate run leader and coach recruitment
- Collate relevant training information for the club website and newsletter
- Arranging handover or succession planning for the position
- Taking responsibility for issues arising with club members in relation to training
- Undertaking duties in line with Club Policies and Procedures

Skills and traits

- Well organised
- Good at communicating
- Enthusiastic and approachable
- In tune with the club priorities
- Good at team building

Key Relationships

- Club Committee
- Run Leaders and Coaches

Time commitment

- 4-5 hours a month