

JOB DESCRIPTION COACH COORDINATOR



Our Purpose:

To enrich lives and connect people through positive experiences to build strong communities

Our Values:

Enjoyment, Respect, Collaboration, Inclusive, Ambition

Our Culture:

We promote and celebrate a culture of equality, diversity, inclusion and respect for all people

JOB TITLE	Coach Coordinator/Director of Football
POSITION TYPE	Part time
REPORTS TO	South Auckland Rangers AFC Club Board
DIRECT REPORTS	
LOCATION	Rongomai Park
DATE LAST REVIEWED	October 2025

OVERALL PURPOSE

The purpose of the Coach Coordinator is to provide support for coaches of **South Auckland Rangers AFC** as well as the mentoring and monitoring of coaching to ensure the quality delivery of football activities that enhance players and coaches experience.

KEY RESPONSIBILITIES

Responsibilities

- Develop, maintain and support a positive club coaching culture and enjoyable player experiences
- Recruit and recommend the appointment of coaches to roles
- Organize the orientation and the induction of coaches
- Work with the **Junior Youth and Senior team coaches** to organize coaching rosters
- Identify and advertise NZF coach education and development opportunities for coaches
- Ensure all coaches are registered on the National Database System
- Ensure all coaches are well resourced to deliver high quality football training and game day experiences for all players
- Ensure that coaches are reimbursed for their approved out-of-pocket expenses if approved by the board
- Ensure all coaches are recognized for their efforts
- Submit regular reports to the club board

DESIRED SKILLS AND KNOWLEDGE
Ideally the Coach Coordinator is someone who: • Can communicate effectively. • Is positive and enthusiastic • Is well organized • Has good leadership skills • Is well informed of all South Auckland Rangers AFC club activities. • A passion for the promotion of South Auckland Rangers AFC in the community.

KEY RELATIONSHIPS	
Internal: • South Auckland Rangers AFC board members • South Auckland Rangers AFC coaches • South Auckland Rangers AFC members	External: • Northern Region Football coach developer

DELEGATED AUTHORITIES	
Operational Expenditure:	nil
Authorisation to Hire:	nil
Authorised to sign contracts:	nil

QUALIFICATIONS	
Essential: •	Preferred: • OFC C-License

Time Commitment Required
Time Commitment Required The estimated time commitment required as the Coach Coordinator of South Auckland Rangers AFC is _____ hours per week. <i>The time commitment required as the Coach Coordinator of a club/group varies greatly from club/group to club/group.</i>

Coach Coordinator Name: _____

Coach Coordinator Signature: _____

Date Signed: _____