



## Position Details

**Position Title** Bronze Training Coordinator

**Reporting To** Director of Education

## Position Overview

The Bronze Training Coordinator is directly responsible for ensuring eligible members are given the opportunity to train for the Bronze Medallion.

Other duties include communication, advertising and finalising paperwork for SLSWA.

## Operational Objectives

Liaise with the Director of Education to schedule approximately 3-4 courses per year.

Responsible for the coordination of trainers and assessors to run safe Bronze Medallion courses. Ensures they are using current SLSWA documentation to facilitate courses.

Book the training room and hall with the Club Administrator to ensure these facilities are available for learning sessions and the assessment.

Liaise with Communication staff to advertise courses to members via The Islander and Team App.

Encourage the development of new trainers and liaise with the Director to provide a mentoring program.

Assist with the maintenance of education equipment. Also assist with the annual budget process to purchase new/replacement education equipment.

Ensure paperwork is completed and forwarded to SLSWA in a timely manner.

## Skills & Experience

This position would suit someone with good organisational and communication skills.

Have or obtain knowledge and skills in the portfolio of Education

It would be preferable to have Bronze Medallion experience

## Position Description Approval

Name	Signature	Date
President		___/___/___