



## Position Details

<b>Position Title</b>	Trainer/Assessor Coordinator
<b>Reporting To</b>	Director of Education

## Position Overview

The Trainer/Assessor Coordinator is directly responsible to work with Trainers and Assessors to upskill and develop their knowledge.

## Operational Objectives

Identify TAF (Trainers, Assessors & Facilitators) capability gaps within club and promote new training opportunities to members.

Coordinate delivery and attendance at new TAF courses for identified future trainers/assessors.

Facilitate the completion of new trainer and assessor portfolios by connecting new trainers and assessors to courses and trainer/assessor mentors and progress completed paperwork to SLSWA (via Admin) to uploading onto SurfGuard.

Monitor current TAF endorsement expiry dates, facilitate the processing of TAF logs to SLSWA (via Trigg Admin) to ensure currency in SurfGuard and communicate TAF in-service requirements and information to qualified TAF members.

In consultation with qualified assessors, identify and endorse suitable members as approved delegates for skills maintenance support as part of our annual skills maintenance program.

## Skills & Experience

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

Have or obtain knowledge and skills in the portfolio of Education.

Ability to learn use of SurfGuard.

## Position Description Approval

Name	Signature	Date
<b>President</b>		___/___/___