

# Foundation Coach Training Program

## Mentor Coach/Assessor Position description



### Background

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The Triathlon Australia Foundation Coach Training Program has been designed to develop the skills of new coaches to assist novice triathletes through their introduction to triathlon.

An Accredited Foundation coach is able to prepare for, deliver and review pre-designed triathlon coaching sessions under the supervision of a more experienced higher accredited triathlon coach.

The primary responsibility of the Mentor coach/Assessor within the Foundation Coach Training Program is to mentor, assess and evaluate candidates ensuring that they have the desired competencies as per the Accredited Foundation Coach performance criteria.

The Mentor coach/Assessor is expected to support and mentor candidates throughout the Foundation Coach Training Program and provide feedback and suggestions that improve the candidates coaching competence.

### Key duties and responsibilities

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- Assist all candidates, regardless of level, to achieve their Foundation coaching competencies.
- Use learning and assessment strategies that are fair, valid, current and sufficient.
- Assess competency with consideration to the individuals learning style and personality
- Complete documentation relevant to assessment procedures and results
- Provide program feedback and participate in moderation/validation sessions as reqd.
- Maintain currency of qualifications and relevant industry experience

### Selection Criteria - Skills and personal attributes

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1. Ability to engage with candidates to develop and mentor their Foundation coaching skills
2. Experience in working with people in a mentoring/learning environment
3. Reliability and high organisational/time management skills.
4. Excellent triathlon knowledge/experience incl. accreditation at Development level or higher
5. Experience in competency-based assessment.

### Requirements

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1. Valid working with children check (WWCC).
2. Complete Police Check per these instructions: Quote CVF 06/390 - This reference must be written in the "Declaration of Volunteer/Student/Family Day Care Resident Status" section of the "Consent to Check and Release National Police Certificate" forms that are completed for all eligible applicants.

### Remuneration

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Remuneration will be commensurate with experience and qualifications. Your rate of pay will be per the table below and that payment is inclusive of loadings, benefits and entitlements.

**Table 1 – Payment rates for coaches working in Triathlon Victoria programs**

Accreditation Level	Hourly pay rate
Development coach	\$37.50
Performance coach	\$42.50
High Performance coach	\$50.00

**Triathlon Victoria**

**Employee Details (for those providing services without an ABN)**

***Personal details:***

Name: .....

Address: .....

.....P/code: .....

Phone no: (h) ..... (m) .....

Tax file number: .....

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***Emergency contact:***

Contact name: .....

Phone no: (mob) ..... (w) .....

(h) .....

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***Banking details:***

Account name: .....

Institution: .....

Account no: ..... BSB no: .....

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**Instructions**

A timesheet/invoice submission for work performed may not exceed 30 days from the date of the works performed.

A timesheet/invoice should state the date/s and number of hours worked.

Payments will be processed through Triathlon Victoria's accounting system and paid to your nominated bank account within 7 days of receipt

**For contractors and sole traders**

Your invoice must include a registered and active ABN and show the GST separate to the hourly rate in the invoice total.

Return to Sue Sharples via email – [info@vic.triathlon.org.au](mailto:info@vic.triathlon.org.au)