



Wellington Group

New Zealand Riding for the Disabled

Position Description

Training Coordinator

Position Title:	Training Coordinator
Responsible For:	The assessment of training needs for the Group and the provision of high quality and timely training to meet these needs
Reports to:	The Resource Sub Committee (RSC)
Qualifications:	Completion of WRDA AND NZRDA Volunteer Training Courses.
Additional Requirements:	Organisational skills People skills A thorough understanding of the goals and aims of therapeutic riding. Ability to coordinate, and work as part of, a team
Type of Role:	Volunteer
Financial Delegations:	Nil
Key Responsibilities/Duties:	<ul style="list-style-type: none">• Consult with the Senior Coach, Group Coaches, Horse and Grounds Manager(s) and Volunteer Coordinator to determine what training is required• Consult with volunteers, Coaches and trainee Coaches to see what training they wish to undertake• Determine how best to meet the Groups training needs eg in house, NZRDA or an external provider• Prepare a training calendar in December for the following year• Organise with the appropriate provider to provide the training required• Advertise upcoming training by email/newsletter and sign up sheet in the clubrooms. Determine if there are sufficient numbers by cut off date to proceed with the training.• Appoint someone to be responsible on the day for opening and closing up training venue etc• At the end of any training obtain feedback on the quality of the

training provided and determine if it has met the training needs of those attending and to determine future training requirements

- Liaise with NZRDA to determine any specific training we have to provide and ensure it is/will be provided
- Be familiar with and be able to discuss and promote the formal qualifications available to our members ie NZQA credits and encourage people to complete such training

Records and Reporting

- Maintain records of training undertaken and dates of provision
- Present a written report to the Committee for each monthly meeting

Liaise With

- NZRDA Training Coordinator and WRDA Volunteer Coordinator
- Senior Coach

Other Information