



# IKF VOLUNTEER POSITION VACANCY ANNOUNCEMENT

## OPEN VACANCY

<b>Position title</b>	Secretary Coach Education Committee
<b>Part of the committee</b>	Connected to the IKF Coaching Education Committee (see <a href="#">IKF Organogram</a> )
<b>Tasks and responsibilities</b>	As secretary, the tasks are: make agendas and minutes of the meetings; collaborate and communicate with CEC members to define projects and goals for coach education; maintain the CEC documents updated for the duration of the projects or tasks in hand.
<b>Required time</b>	Time to attend online meetings 2 to 4 times a year; Around 30 hours per year.
<b>Required skills/competencies</b>	Minimal Age 18 years old; Can communicate in English spoken and written; Be able to work in a digital environment; Experience as a korfbal coach.
<b>Reporting to</b>	Jorge Alves, chair IKF Coaching Education Committee
<b>Appointment term</b>	Every volunteer in the IKF is appointed for a 2-year term, which can be renewed at the proposal of the Committee's Chair. This appointment will terminate at the end of December 2023.
<b>Benefits</b>	This position is a volunteer position. Expenses will be covered in according with the IKF expenses policy. In general, these cover only out-of-pocket expenses that are directly related to the execution of the task, such as travel expenses. Expenses can only be incurred after approval of the committee chair.

## APPLICATION

<b>Deadline</b>	May 2, 2022
<b>How to apply</b>	To apply for this open vacancy it is necessary to fill in and submit the application form that can be found <a href="#">here</a>

Please be aware that all IKF volunteers need to be compliant with the [IKF Code of Ethics](#)

For any further enquiries please contact [office@ikf.org](mailto:office@ikf.org)