

Coordinator of the 12-Course Education System (Fellows Program)

Purpose:

To design, implement, and oversee the PDCA's **12-Course Education System (Fellows Program)**, a comprehensive training and development initiative that equips members with advanced knowledge, skills, and recognition as PDCA Fellows upon completion.

Responsibilities:

Program Development and Implementation:

1. Curriculum Design:

- Develop the 12-course curriculum, ensuring a progression of topics that address key areas of diving coaching, athlete development, and leadership.
- Collaborate with industry experts to create courses that reflect best practices, cutting-edge techniques, and emerging trends in the sport.

2. Fellows Certification:

- Establish the criteria for Fellows certification, including course completion requirements, assessments, and project-based learning components.
- Design a recognition system for program graduates, including certificates, badges, or awards that highlight their achievement.

3. Delivery Formats:

- Offer courses in various formats (online, in-person, or hybrid) to accommodate diverse learning needs.
- Use a learning management system (LMS) to streamline course access, tracking, and completion.

Course Content and Instruction:

4. High-Quality Content Creation:

- Develop comprehensive materials for each course, such as lecture notes, instructional videos, case studies, and workbooks.
- Partner with the Video Library Coordinator and other committees to integrate multimedia content and resources into the program.

5. Instructor Recruitment and Training:

- Identify and recruit qualified instructors to lead courses within the Fellows Program.
- Provide training to instructors on program objectives, delivery methods, and PDCA standards.

Program Promotion and Engagement:

6. Marketing and Outreach:

- Collaborate with the PDCA marketing team to promote the Fellows Program through social media, newsletters, and events.
- Highlight the benefits of the program, such as professional recognition, career advancement, and skill mastery.

7. Member Engagement:

- Actively encourage PDCA members to enroll in the program and emphasize its value as a premier professional development opportunity.

Evaluation and Growth:

8. Participant Feedback:

- Collect feedback from participants to evaluate course effectiveness and identify areas for improvement.
- Continuously refine the program based on member input and advancements in the diving field.

9. Program Expansion:

- Explore opportunities to add advanced courses, elective topics, or specialization tracks to enhance the program's appeal and utility.

Tracking and Reporting:

10. Progress and Records Management:

- Maintain detailed records of participant progress, course completions, and certifications.
- Provide regular updates to participants on their progress and requirements to achieve Fellows status.

11. Reporting to Leadership:

- Report regularly to the PDCA President and board on program participation, completion rates, and overall outcomes.

Recognition and Fellowship Development:

12. Fellows Recognition:

- Organize events or ceremonies to recognize members who achieve Fellows status, such as an annual induction at a PDCA symposium or competition.
- Create a network for Fellows to mentor new coaches, share knowledge, and collaborate on PDCA initiatives.

Qualifications:

- Experience in curriculum design, program management, or professional education.
- Strong organizational and project management skills to oversee a multi-course system.
- Familiarity with diving coaching or related fields and a passion for advancing professional standards.
- Proficiency with online learning platforms and tools (e.g., Moodle, Canvas, or proprietary LMS).
- Excellent communication and collaboration skills for working with instructors, members, and PDCA leadership.

Reporting:

The Coordinator of the 12-Course Education System will report directly to the PDCA Vice President of Education and provide updates on curriculum development, participant progress, and program success metrics.