



POSITION DESCRIPTION

POSITION TITLE	School and Junior Development Coordinator
RESPONSIBLE FOR	Providing support for all school and junior development activities in accordance with the Association values and policies
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Participation and Development Manager
EMPLOYMENT	Full time
SALARY RANGE	\$44,000 - initial one year contract
AWARD	Sporting Organisations Award 2010

Job Purpose

The purpose of the role is to coordinate, manage and administer all VWA school and junior development activities, including Kid Volley- Spikezone, School activities and events and VWA Development Squads. Reporting to the Participation and Development Manager, the role will implement the initiatives identified in the VWA Strategic and Operational Plans; reviewing and introducing participation and development programs, products and events

Key Responsibilities

1. Coordinate and administer the implementation of a range of Kid Volley- Spikezone programs
 - Manage the clinic booking process (including Spikezone Schools and High Schools) and the allocation of coaches
 - Encourage inclusive practices in all programs that cater for a range of varying abilities and backgrounds
 - Liaise with the Club and Workforce Development Coordinator to raise the knowledge of volleyball within target schools and community groups through the delivery of education courses and workshops
 - Promote and monitor Kid Volley- Spikezone accredited providers and centres
 - Review and develop Kid Volley- Spikezone resources for schools and accredited providers / centres
 - Support Kid Volley- Spikezone Providers to deliver volleyball programs to target schools
 - Develop and implement a Spikezone leadership program
 - Ensure that the delivery of all clinics and programs comply with VWA risk management requirements
 - Liaise with the Communication and Marketing Coordinator and Volleyball Australia to develop Spikezone marketing material
2. Coordination and management of the VWA School Competition portfolio (indoor and beach)
 - Liaise with School Sport WA regarding their competition portfolio and promote through VWA networks
 - Liaise with the VWA Office and Administration Support to book competition venues

- Liaise with venue providers, contractors and event personnel to ensure that WHS requirements are met and maintained
 - Liaise with schools, teachers and coaches as required
 - Coordinate the nomination process and publish competition regulations fixtures and other related documentation
 - Organise Referees, Tournament Directors and event volunteers
 - Prepare budgets and financial information for invoicing and payments
 - Liaise with the Communication and Marketing Coordinator to develop and distribute promotional and marketing material
 - All other event management duties
3. Co-ordination and administration for the VWA Development Squad program
 - Manage the recruitment and deployment of coaches
 - Coordinate the athlete registration process
 - Organise additional 'expert' support services if required
 - Liaise with the VWA Office and Administration Support to book venues
 - Liaise with the VWA Uniform Supplier in regards to squad uniform requirements
 - Ensure the program delivery adheres to VWA WHS requirements
 - Support the implementation of regional Development Squads / Academies
 - Develop best practice guides for Club Academy programs
 - Review and promote the FTEM pathway
 - Answer athlete, parent and coach enquiries as required
 4. Plan and implement the annual VWA Junior calendar promoting events, activities and courses
 5. Executive Officer support to the:
 - VWA Junior Committee

Key Performance Indicators

To perform competently in this position the incumbent will be expected to demonstrate capability, skills and experience in the following areas;

- **Customer Service**
Show excellent interpersonal skills, build positive relationships and work collaboratively with key stakeholders from a range of diverse backgrounds, including athletes, parents, coaches and referees, schools, clubs, contractors and venue providers.
- **Communication**
Demonstrate exceptional communication skills, both verbal and written, including the development of reports and resources. Act as the primary source of information and knowledge in regards to all of the activities outlined in the position description and document and share this information and knowledge effectively with internal and external stakeholders.
- **Organisational Skills**
Display a high level of organisational skills and a proven ability to manage priorities and meeting tight deadlines.
- **Administration Skills**
Display a high level of administration skills, including the ability to manage budgets. Ensure that business, financial and risk management processes are adhered to, and that all decisions made and actions taken are in the best interest of Volleyball WA.

- **Technical Skills**

Demonstrate effective use of Microsoft office and Information Communication Technology applications, including the Volleyball WA CRM.

- **Team Participation**

Be an active and enthusiastic member of the Volleyball WA staff team and the Volleyball WA wider community. Take personal responsibility for upholding the Association's values.

- **Work Quality**

Take personal responsibility for the quality of work completed, including timely delivery and accuracy of information. Be flexible in the hours to achieve successful completion of tasks.

- **Continuous Improvement**

Show a commitment and active contribution to finding more efficient and effective ways to service to the volleyball community in WA. Demonstrate creative and innovative ways to provide participation and development programs, products and events for all members of the volleyball community.

Application Process

Applications must follow the outline provided below to be considered;

- All applications must include the following;

- Cover letter addressing the Key Performance Indicators
- Current Curriculum Vitae, including referee details

Please note, preference will be given to those candidates that can demonstrate the following:

- A sport administration qualification and / or experience in the sports industry or not-for-profit sector
 - Previous event management experience
 - Current driver's licence
- Applications must be submitted via email to operations@volleyballwa.com.au
 - Applications close COB Friday 25th January 2019 – late applications will not be accepted

Please note: the preferred candidate will be required to complete a Working with Children's Check.

Queries

If you would like further information regarding this position please do not hesitate to contact;

Helen Shields

Operations and Support Manager

Volleyball WA

Email: operations@volleyballwa.com.au

Telephone: (08) 9228 8522