

Position Description

POSITION TITLE	Schools Coordinator
RESPONSIBLE FOR	Providing support for all school volleyball activities in Western Australia.
EMPLOYER	Volleyball WA (VWA)
REPORTS TO	Participation Manager
EMPLOYMENT	Full time
SALARY RANGE	\$51,050 p.a. (excluding superannuation)
AWARD	Sporting Organisation Award 2020

Role Purpose

The purpose of the Schools Coordinator role is to coordinate, administer and deliver VWA school volleyball activities, including Sporting Schools, School Volley and Teacher Professional Development. Reporting to the Participation Manager, the role will implement the initiatives identified in the VWA Strategic and Operational Plans.

Key Responsibilities

- Administer and deliver School Clinics for Schools at all levels.
 - Manage the school clinic booking process.
 - Deliver school clinics or appoint an accredited coach (es) for clinics where required.
 - Ensure the safe and professional presentation of the playing area prior to the commencement of clinics. Equipment should always be installed and used in a safe way.
 - Deliver activities appropriate to the age and skill level of the participants.
 - Ensure that session plans are created for each session. The sessions flow smoothly within the allotted timeframe
 - Manage equipment or resources needed for clinics and ensure that they are returned in the same condition as when borrowed.
 - Provide a fun, safe and nurturing environment for participants during clinic sessions.
 - Promote inclusion by ensuring all participants are being included in the session and modify the task if required
 - Interact positively with key stakeholders (participants, teachers, parents, the public, Volleyball Australia, VWA Office Staff).
 - Collate participation numbers (males, females, CALD, Aboriginal or Torres Strait islander, disability).
- Active engagement and support of Schools, School Associations and Clusters.
 - Engage and provide support to School Associations in WA including (but not limited to); PSA, ACC, IGSSA, SSWA
 - Development and distribution of a Quarterly School Newsletter
 - Development and distribution of annual School Volley Guides in conjunction with the VWA Competitions and Events Coordinator.
 - Engage teachers at VWA School Events

- Engage primary school clusters and create action plans based on their volleyball needs
 - Seek opportunities for volleyball to be involved in external school holiday programs at universities.
 - Promote the VWA Silver Affiliation to all schools engaged and collate participation numbers.
3. Plan, implement and review Teacher Professional Development opportunities and resources in the metropolitan and regional areas of Western Australia.
 4. Represent VWA and the sport in the community.
 - Be an ambassador for the sport
 - Support VWA in linking program participants with VWA and VWA Club programs and advising participants of the different access points along the FTEM pathway.
 - Promote VWA services, products and events.
 - Promote VWA sponsor messages to the targeted groups and clinics that are for specific age groups.
 - Wear appropriate VWA uniform when presenting clinics as outlined below.
 - Abide by the VWA General Code of Behaviour and Coaches Code of Conduct
 5. Any other activities as directed by the Participation Manager or CEO.

Qualifications & Experience Required

The VWA Schools Coordinator must have:

- Previous experience or current qualification in Sport and Recreation and/or professional school environment
- A current Level 1 or higher Volleyball Australia Coaching accreditation (or willing to obtain).
- Current Working with Children Card.
- Current First Aid qualification.
- Current Driver's Licence and reliable transport.
- Ability to work unsupervised.

Key Performance Indicators

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

- **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.
- **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, state and national associations, local government representatives, contractors and sponsors.
- **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 regarding all the activities outlined in the position description.

- **Organisational Skills:** Display a high level of organisational skills and a proven ability to manage priorities.
- **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.
- **Continuous Improvement:** Show a commitment and active contribution to finding more efficient and effective ways to service 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.
- **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.

Application Process

Applications must follow the outline provided below to be considered.

- All applications must include the following;
 - Cover letter addressing relevant criteria and responsibilities
 - Current Curriculum Vitae, including referee details
- Applications must be submitted via email to karen@volleyballwa.com.au
- Applications close COB Friday 26th November, 2021 – late applications will not be accepted

Queries

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

Karen Wickham

Participation Manager

Volleyball WA

Email: karen@volleyballwa.com.au

Telephone: (08) 9228 8522