

## Position Description

<b>POSITION TITLE</b>	Youth Pathways Coordinator
<b>RESPONSIBLE FOR</b>	Providing operational support for the Volleyball WA Youth State Team Programs and Youth Competitions in accordance with the Association's values and policies
<b>EMPLOYER</b>	Volleyball WA (VWA)
<b>REPORTS TO</b>	Pathways and Events Manager
<b>EMPLOYMENT</b>	Full time
<b>SALARY RANGE</b>	\$51,050 p.a. (excluding superannuation)
<b>AWARD</b>	Sporting Organisation Award 2020

### Role Purpose

The Youth Pathways Coordinator is responsible for the planning, management and delivery of the Volleyball WA Youth State Team Programs and youth-aged competitions across beach and indoor volleyball, including;

- VWA Youth Beach State Team Program in preparation for the Australian Youth Beach Volleyball Championships (AYBVC)
- VWA Youth Indoor State Team Program in preparation for the Australian Youth Volleyball Championships (AYVC)
- WA High Schools Cup Competitions (Beach and Indoor)
- WA Volleyball Junior League (WAVJL)

Reporting to the Pathways and Events Manager, the role will implement the initiatives identified in the VWA Strategic and Operational Plans; enhancing opportunities for talent identification, development and high performance athletes, as well as providing quality opportunities for all sectors of the sport with a strong customer service orientation.

### Key Responsibilities

1. Coordination and administration of the Australian Youth Beach Volleyball Championships (AYBVC) and Australian Youth Volleyball Championship (AYVC) representative teams :
  - Manage all bookings for flights, accommodation, ground transport, training, facilities and other related activities
  - Prepare and monitor team budgets, purchase orders, invoices and other financial documentation
  - Liaise with the VWA Uniform Supplier in regards to team uniform requirements
  - Liaise with the VWA Strength & Conditioning and Physiotherapy partners in regards to fitness testing and physiotherapy screenings
  - Liaise with the selected Head Coaches and Head of Delegation for each VWA State Team for planning of the program, including the production of State Team Handbooks and selection policies/procedures
  - Organise presentation evenings
  - Liaise with Volleyball Australia in regards to the event rules, regulations and requirements
  - Ensure that all State Team athletes fulfil the necessary requirements for representation
  - Answer athlete, parent and coach enquiries in a timely and professional manner

2. Planning, management and delivery of the WA Volleyball Junior League (WAVJL) and WA High Schools Cup Competitions (Beach and Indoor):
  - Liaise with the Competitions Coordinator to develop a competition and event plan that is implemented across all allocated events and competitions
  - Liaise with the Competitions Coordinator to plan and promote an annual events and competitions calendar, ensuring that there are opportunities available at every level
  - Produce operational plans for each competition
  - Publish fixtures, programs, results and other related documentation
  - Liaise with the VWA Administration Support Coordinator to book venues
  - Liaise with venue providers, sponsors, contractors and event personnel to ensure that WHS requirements are met and maintained
  - Organise, line-manage and support Tournament Directors, Coordinators, Set-up Crew and Referees.
  - Provide support to the Pathways and Events Manager producing detailed proposals, budgets and summaries for events (e.g. timelines, venues, suppliers, staffing and financial information and paperwork)
  - Liaise with the Marketing Manager to develop and distribute promotional and marketing material
  - Liaise with the Schools Coordinator to promote events and competitions to schools
  - Conduct post-event and competition evaluation or feedback (including data entry, analysis and producing reports for management, relevant stakeholders and partners)
  - Work with internal and external stakeholders to facilitate consistent communication and ensure events and programs are delivered in a consistent and professional way, that align with the Volleyball WA brand and marketing strategy
  - Represent Volleyball WA by attending events as required
  - All other event management duties
3. Executive Officer support to the VWA Junior Committee.
4. Any other duties as directed by the Pathways and Events Manager or CEO as required.

### Qualifications & Experience Required

The VWA Youth Pathways Coordinator must have:

- Previous experience in the Sport and Recreation industry
- Experience in management of events and competitions
- Current Working With Children Card
- Current First Aid qualification
- Current Driver's Licence and reliable transport
- Ability to work unsupervised
- A positive attitude, great initiative and ability to hit the ground running
- Relevant tertiary qualification and volleyball coach and/or referee accreditation desirable

## 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, referees, schools, clubs, associations, 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 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 meet tight deadlines, including the ability to manage multiple projects.
- **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 enhance opportunities and talent identification and development.

## 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 [jackie@volleyballwa.com.au](mailto:jackie@volleyballwa.com.au)
- Applications close COB Friday 3<sup>rd</sup> December, 2021 – late applications will not be accepted

## Queries

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

Jackie Tamburri

Pathways and Events Manager

Volleyball WA

Email: [jackie@volleyballwa.com.au](mailto:jackie@volleyballwa.com.au)

Telephone: (08) 9228 8522