



Junior Development Program Co-ordinator

Current for	8 January 2023 to 31 December 2023
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WWC Risk Assessment	High
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Last Reviewed	8 January 2023 (Peter Worthy)
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About Easts

Easts Volleyball Club is an amateur volleyball club largely based in the eastern suburbs of the greater Brisbane region. Easts has been running for over 15 years having been formally established in 2005.

Easts runs training **programs** for all ages and levels of skill or experience. We form teams that participate in a number of **competitions** at different levels.

Easts is an incorporated association under the *Qld Associations Incorporation Act 1981*. Whilst we have a central committee consisting of a President, Secretary and Treasurer, we have established a management committee that extends this central committee to include other members including player representatives. This management committee has responsibility for the management of the club and its activities along with governance responsibilities.

In 2022, Easts has over 300 members participating across the programs and competitions that we offer. The competitions that we have participated in include Premier Volleyball League, Junior Premier Volleyball League, Qld State Championships, and Dragon's Chalice. In 2021, East won the Volleyball Queensland President's Shield for our participation in the State Champs competition.

Easts Mission

Our mission is to support active and continuing participation in volleyball as players, coaches, referees, administrators and supporters in a safe, respectful and inclusive environment. We do this through high quality coaching, developmental opportunities across a range of roles, strong programs and effective club administration. Together, we aim to create a positive experience and passion for the game for all involved.

Easts Values

Inclusive: Easts Volleyball Club seeks to provide opportunities for all members to develop and have a positive experience.

Respect: Easts Volleyball members will treat all with professionalism and respect.

Integrity: Easts Volleyball Club will be transparent about what, how and why of decisions and activities.

Commitment: Easts Volleyball members will perform their roles to the best of their abilities.

Passion: Easts Volleyball Club seeks to provide experiences to enhance members' passion for the game, encouraging life-long participation in sport.

Easts holds the physical safety and wellbeing of players of utmost importance which includes:

- Supporting member's physical and emotional health.
- Acknowledging member's identity, culture, diverse backgrounds, circumstances, and needs.
- Recognising each member's strengths and individual capabilities.
- Providing opportunities for participation in a welcoming and inclusive environment.

About the JPVL/PVL

Our Junior Training Program (JDP) is focussed on athletes who are in the early stages of their involvement in Volleyball. The program is aimed at Young People aged between 6 and 19 years of age.

The Junior Training Program has three levels:

- **Foundational:** The Foundational program is structured for our newest athletes looking to start volleyball for their first time. This program teaches

the very basics of volleyball and the core skills required to play volleyball.

- **Intermediate:** The Intermediate program focuses on a broad range of skill and experience levels. This program will provide athletes with training to further develop existing skills, introduce more advanced skills, and teach athletes advanced team systems of play (e.g. positional play, rotations, defensive patterns)
- **Advanced:** The Advanced program aims to provide athletes with the technical skills and theoretical understanding of volleyball to enable them to compete at a representative level. The athletes in this program aspire to compete in Junior Premier Volleyball League, State Teams, School District Teams, and the highest division of School representative teams. Training aims to provide athletes with an understanding of strategic game play, positional and defensive systems, and a high standard of skill execution.

Easts have been running junior development programs for more than 10 years. The program supports progression of young people into higher level teams such as those that participate in Junior Premier Volleyball League and Premier Volleyball League. The program has been instrumental in building Easts participation in these competitions.

About the Position

You will be responsible for co-ordinating the delivery of Easts Junior Training Program ensuring that this offering meets our vision and supports our values.

You will be a critical member of the Easts Management Committee working collaboratively with the Management Committee for the design and delivery of this competition participation. You will

also work collaboratively with the JPVL and PVL Co-ordinators to ensure that players are developed so that they may progress into the JPVL and PVL programs.

Key responsibilities

Key responsibilities include:

- Ensuring athletes, parents/supporters and coaches comply with the Club Code of Conduct, Member Protection, Young Person Safeguarding, and all other policies.
- Establishing a budget for the program (to be approved by the committee) and managing the program in accordance with that budget
- Liaising with and supporting the Treasurer as needed (invoicing, payments) for the JDP athletes.
- Liaising with and supporting the following club roles and functions, as needed for JDP:

Administration Assistant	Weekly communication Program promotion General administration
Registrar	Club registration Volleyball Queensland registration Transfers
Secretary	General record keeping
Safety Co-ordinators	Compliance with the club's Member Protection Strategy
Treasurer	Financial management of the program
President	Overall management of the program within the activities of the club Reporting to Volleyball Queensland

- Promotion of the program.
- Ensuring that activities meet the needs of both Easts and athletes in terms of

- player development and creating a pathway into the JPVL and PVL programs.
- Engaging and co-ordinating coaches, assistants, and volunteers as required for the program.
 - Where required (generally for the Advanced level of JDP), creating the selections process JDP coaches to ensure that it is consistent across all programs and complies with relevant policies and supports Easts values.
 - Co-ordinating the selections process ensuring that the process complies with relevant policies.
 - Co-ordinating weekly program sessions including:
 - Ensuring appropriate numbers of coaches are available and present at each session.
 - Sending a weekly communication to athletes/parents/supporters advising of the upcoming sessions and other information as necessary.
 - Sending ad hoc communications to athletes/parents/supporters as required (e.g. changes to training sessions).
 - Answering questions (face-to-face or online) from athletes/parents/supporters.
 - Ensuring that attendance records are kept for each session.
 - Each week completing and sending to the Treasurer the finance spreadsheet detailing payments to coaches, other staff and expenses incurred.
 - Supervising coaches including:
 - allocation of coaches to session groups,
 - keeping records of coach attendance,
 - ensuring high performance of coaches,
 - ensuring coaches receive appropriate training and support
 - supporting the Head Coach of JDP where required
 - ensuring coaches comply with club policies including the complete required training in relation to those policies
 - Liaising with the Management Committee, coaches, members, and parents.
 - Attending Management Committee meetings to provide regular updates on the management, outcomes, and performance of JDP.
 - Providing additional reports and updates as may be required by the Management Committee.

Type of appointment

This appointment is offered on a fixed-term basis for a calendar year with responsibility extending to deliver the program across the 4 school terms of that calendar year.

Location

The position does not have a fixed location, but rather attendance is required at the various training and playing venues for JDP.

Selection Criteria

Mandatory

1. Hold a current Working with Children 'Paid' Bluecard or eligible to obtain a Paid Bluecard (note: you will not be able to commence in this position until to hold a Bluecard).
2. Proven ability to work in a team and a collaborative environment.
3. Proven administrative and organisational skills.

4. Well-developed standard of communication and interpersonal skills to support working effectively with members, parents, and the management committee in the coordination of the competition offering.
5. Well-developed skills in using communication technology such as email, Microsoft Teams, and other IT platforms.
6. Previous experience in co-ordinating volleyball coaching programs for junior athletes.

Desirable

1. Ability to prepare a budget.
2. Ability to manage the financial and other resources available to the competition offering within policy guidelines and budgetary expectations established by the Management Committee.

Remuneration

As largely a volunteer organisation, Easts will pay an allowance that aims to cover expenses that are incurred in completing this position. This allowance is based on a per hour basis in accordance with the following scale:

Task	Hourly rate
Session Supervision Supervising a session of JDP and/or acting as head coach of a session.	\$33

Task	Hourly rate
Administration Two (2) hours per week completing administration tasks such as taking attendance, completing the weekly spreadsheet, co-ordinating weekly communication, co-ordinating program promotion, participation in Management Committee Meetings	\$33

Information for applicants

Applicants will be required to participate in an interview with a recruitment panel made up of 3 members of the Easts Management Committee that includes a player representative.

Applicants will also be required to undergo referee checks and will be required to provide the contact details of nominated referees. The nominated referees must:

- a) Be able to provide information relating to the applicant's suitability to work with Young People;
- b) Have known the applicant for at least 12 months;
- c) Not be related to the applicant in any way; and
- d) Be able to vouch for the applicant's reputation and character.

Written character references cannot be accepted without verification by the recruitment panel.

The validity and currency of existing Bluecards will be checked by the Club Safety Co-ordinators prior to appointment.

Successful applicants will be required to complete or provide proof of completion within the past 6 months of the following training:

1. Sport Integrity Australia – Child Safeguarding in Sport Induction
2. Play by the Rules – Child Protection and Safeguarding
3. Play by the Rules – Harassment and Discrimination
4. Sport Integrity Australia – Getting to grips with Ethics in Sport
5. Play by the Rules – Ethics and Ethical Decision Making in Sport
6. Play by the Rules – LGBTI+ Inclusive Club
7. Successful applicants will also be required to attend and complete orientation training (in-person or via video conferencing) that includes covering the Club's Code of Conduct, Young Person Safeguarding Strategy, and Young Person Safe Practices: Behaviour. This training also requires successful applicants confirming that they accept and will comply with the Code, Safeguarding Strategy and Practices.

Young Person Safeguarding Assessments

Step 1: Contact

Contact with children assessment

Category	Question - Does the position/activity:	Y/N
Degree of Isolation	Involve supervising children?	Y
	Involve being alone with children [PN: this should be avoided where possible]	N
	Involve activities with children away from easts location?	Y
	Involve meeting one-on-one with children? [PN: this should be avoided where possible]	N
	Involve working in unpredictable or remote settings?	Y
Online Environment	Involve having contact with children via phone, letter, email, or social media?	Y
	Involve direct one-on-one or group access to children online?	N
	Involve supervising child-to-child online contact?	Y
	Involve online access to a child's or children's personal and/or confidential information?	Y

Step 2: Vulnerability

Working with children assessment

Category	Question - Does the position/activity:	Y/N
Context	Engage with children with disabilities?	Y
	Engage with children with additional vulnerabilities?	Y
	Engage with children with limited support? (e.g. away from home)	N
Physical	Involve demonstrating a skill to children?	Y
	Involve the need for physical contact/touching children?	Y
	Involve providing a personal service? (e.g. washing, dressing or toileting)	N
	Involve transporting children?	N
Supervision	Involve personnel having unsupervised contact with children?	N
	Involve engaging with children in a way that is not observed or monitored?	N
	Involve any of the following: one-on-one supervision; over-night supervision; out-of-town activities; advising or offering guidance to children; spending extended periods of time with children e.g. camps?	N
	Involve developing close, personal, long-term relationships with children and/or their parents?	Y
Authority	Contribute to important decisions regarding the future of children?	Y
	Have access to personal/confidential information of children?	Y
	Have a perceived or actual level of authority? (from a child's perspective)	Y
Role specific	Require specific skills, knowledge, qualifications, or service eligibility requirements to undertake a child-related position/role?	Y
Vulnerability can include	Physical disability, intellectual delay, homelessness, children and families impacted by disasters, displacement, being a migrant, refugee or an asylum seeker, children who are known to the police or child protections services, orphans, children in out of home care, unaccompanied minors and being a very young child.	

Step 3: Risk Assessment

Based on your responses to Step One & Two in the Position Assessment Checklist, identify the inherent risk of the position/activity using the table below.		Action
LOW	Nil contact	<p>The position / activity does not have contact or work with children (i.e. You answered NO to all questions in Steps Two and Three).</p> <p>The Club does not require the position or person in the position to hold a WWCC. Easts Volleyball does not require the activity to be supervised or the person to be on restricted duties.</p>
MODERATE	Contact with Children	<p>The position / activity involves or may involve contact with children (i.e. you answered YES to one or more questions in Step Two).</p> <p>The Club does require the position and person in the position to hold a WWC Act Blue Card.</p> <p>The person MUST NOT begin child-related work until they are able to produce a valid Blue Card.</p>
HIGH	Working with Children	<p>The position / activity involves working with children (i.e. you answered YES to one or more questions in Step Three).</p> <p>The Club does require the position and person in the position to hold a WWC Act Blue Card.</p> <p>The person MUST NOT begin child-related work until they are able to produce a valid Blue Card.</p>