Position Description

Director of Volleyball

OVERALL PURPOSE OF THE POSITION

The Director of Volleyball is a member of the Barker Sports Department which is inspired at all times by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect). Each staff member participates in the effective management of the sports program, which is an integral part of the Barker community. As the Director of Volleyball, you have responsibility and accountability for the syllabus, staff and direction of the Volleyball Program at the School.

More specifically, you have responsibility for the overarching syllabus and curriculum of the Volleyball program as well as responsibility for recruitment and professional development of all coaches within the Program K - 12. This is an all-year-round position: the Volleyball program operates across all four terms, encompassing the competitive season, pre-season and off-season development, holiday camps and clinics, and representative and tournament play. Through a strong understanding of School policy and process, you will facilitate the Volleyball program in line with the strategic intent of the Sport Department. You will work closely with the Director of Sport – Operations, the Head of Sport, Sports Administration and all coaches within the Program.

The logistical responsibilities of the role include the following core functions:

- Management and oversight of the Volleyball program throughout the full school year
- Implementation of a Volleyball syllabus and curriculum across all age groups and genders
- Development and delivery of a year-round program calendar, including competition, pre-season, off-season, holiday and tournament periods
- Management and maintenance of Volleyball equipment and court set-up
- Sourcing, training and developing appropriate staff for the program, including coaches, referees and scorers
- Being present, involved and visible at Volleyball training sessions and competitions
- Implementation of School policy and process through the program
- Knowing and inspiring each student and staff member within the program
- Pastoral care & student welfare management

PRIMARY DUTIES & RESPONSIBILITIES

Program Responsibilities

- In conjunction with the Director of Sport – Operations:
  - Develop an annual program calendar covering all four terms, including the competitive season, pre-season trials, off-season development, school holiday camps and clinics, and tournament entries
  - Facilitate and coordinate training times and indoor court allocations and communicate these when necessary to the Sports Administration hub
  - Manage the match times and venues for all fixtures and tournaments and allocate staff for each of these
  - Upskill coaching staff on policy, process and the use of mandated software such as Clipboard
  - Compile kits for the coaches ensuring all equipment is well maintained and of a high standard
  - Accompany and be responsible for students at training, competition, tournaments, tours and camps

  - Plan and facilitate the selection of individuals into teams, squads and competitions
  - Coordinate entries, travel and logistics for state and national schools tournaments and representative opportunities
  - Implement a Volleyball induction program for staff and students in relation to safe use of the facilities and equipment, including the safe erection and dismantling of posts and nets
  - Ensure posts, nets, post padding and referee stands are inspected regularly and are safe and appropriate for use
  - Arrange the provision of suitable First Aid requirements for fixtures and tournaments if required

- In conjunction with the Head of Sport:
  - Provide recommendations, where appropriate, on policies and procedures that may assist the program
  - Meet regularly regarding the strategic direction and long-term development of the program
  - Develop and implement pathways for students from introductory levels through to high performance squads
  - Complete all necessary risk management tasks in relation to the Barker Sport Risk Management Process and School and Industry requirements
- Coach a Volleyball team, with the team allocation determined in consultation with the Director of Sport – Operations and the Head of Sport

Administration

- Contribute to student and parent Volleyball Handbooks
- Communicate in an accurate and timely manner to all stakeholders including students, parents, coaches, Heads of House and school staff
- Ensure appropriate levels of data are collected and collated during the trials process, the competitive season, off-season programs and through the post-season review, and use these metrics to support positive change to the program
- Oversight of the management of coaching rosters, timesheets and scheduling in Clipboard, ensuring coaching staff numbers and hours remain in line with budget allocations
- Manage the registration, attendance and communication for holiday camps, clinics and other off-season programs
- If necessary submit articles for the weekly Bulletin or the termly ‘The Barker’ publications
- Seek professional development opportunities for Volleyball staff
- Use appropriate software to store data in line with School Privacy policies
- Assist at House Sports days and School sporting carnivals where needed
- Assist with general sporting administration and duties where needed, at the direction of the Director of Sport – Operations and the Head of Sport

General

- Communicate directly with Heads of House regarding any student concerns
- Attend the appropriate pre-season and post-season convenors, association and supporter group meetings when required
- Ensure the delivery of an appropriate Volleyball program, through effective planning, coaching, leadership and communication and ensure coaching standards are met throughout the year
- Build and maintain relationships with Volleyball NSW, local clubs and associations to support coach education, refereeing accreditation and student pathways
- Develop student referees and scorers, and ensure adequately accredited officials are available for fixtures and tournaments

- Lead, develop, mentor, challenge and inspire our students to have a passion for Cocurricular involvement, utilising a range of strategies to ensure students reach their full potential, with a focus on teamwork and genuine sportsmanship
- Coach and mentor casually employed and permanent staff; including observation, feedback, individual development plans, training and education
- Understand the importance of student health and wellbeing and workloads, including across a year-round program and in balance with students' other cocurricular commitments, and provide appropriate support when necessary
- Encourage high standards of student dress, punctuality, and behaviour and reinforce the role of each coach in managing these
- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and School guidelines
- Monitor and follow up injury and accident reports

Risk Management and Compliance

- Contribute to risk management and compliance in relation to the Volleyball program at the School
- Report directly to the Head of Barker College on any matters relating to child protection
- Ensure risk assessments are completed for off-site tournaments, tours, camps and holiday programs in line with School requirements
- Support policy and process within the operations
- Report any risk in relation to School property or equipment to the Head of Sport or the Maintenance Department in a timely manner.

SKILLS ESSENTIAL TO THE JOB

- Appropriate Volleyball coaching qualifications (Volleyball Australia accreditation or equivalent)
- Refereeing accreditation or a willingness to obtain it
- High level of organisational skill
- Capacity to work collaboratively as a member of a team
- Experience planning and delivering a year-round sports program, ideally in a school setting
- Ability to learn and use a range of applications and School related software
- Highly refined communication skills, both written and oral.

ESSENTIAL PERSONAL ATTRIBUTES

- Intelligent, lateral thinker
- Exceptional personal standards of honesty, integrity and professionalism
- Strong service orientation with the ability to foster a strong service culture
- Strong leadership skills, underpinned by a genuine interest in people
- Excellent presentation skills
- Commitment to the School's Mission, Vision and Values.

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General
Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety
All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- This is an all-year-round position, with program commitments across all four terms
- Required to work some evenings, weekends and school holiday periods to meet the needs of training, competition, tournaments and camps
- Travel, including interstate, may be required for tournaments and tours
- Leave is to be taken at times agreed with the Head of Sport, generally outside of peak competition and tournament periods
- Hold a current NSW Working with Children Check and First Aid certificate
- Prepared to undertake any additional training to complement the position.

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	**The Head of Sport**
The Immediate Managers:	**Director of Sport - Operations**
This Position:	**Director of Volleyball**

APPROVAL

This position description accurately details the primary duties and responsibilities of the Director of Volleyball.

Approved by the Head of Sport 29 October 2026

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:	[candidate_name]
Signature of Staff Member:	[acceptance_status]
Date:	[acceptance_date]