

# POSITION DESCRIPTION

Acting Director of Volleyball



**MATTHEW  
FLINDERS**  
Anglican College



## JOB CLASSIFICATION

<b>Position title:</b>	Director of Volleyball
<b>Reports to:</b>	Head of Secondary via the Sport
<b>Employment type and hours of work:</b>	Fixed-term, Part-time (0.25 FTE) Contract (1-Year) <i>This position will see the incumbent work hours in line with the fixture and training schedule which includes early mornings, afternoons, evenings and weekends as required.</i>
<b>Department / School:</b>	Secondary School
<b>Location:</b>	Stringybark Road, Buderim, Queensland
<b>Industrial instrument:</b>	The Queensland Anglican Schools Enterprise Agreement 2024
<b>Position classification:</b> Educational Services (Schools) General Staff Award	Instructional Services Grade 5 <i>This position will be salaried <u>above award entitlements</u> and paid commensurate with experience.</i>
<b>Last updated:</b>	November 2024

## ORGANISATIONAL CONTEXT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1400 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

### Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

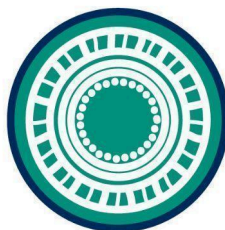
### Our Vision

To Educate for Excellence in Learning and Life.

### Our Values



**Compassion:** We are aware of suffering and are motivated to treat others with kindness, care and understanding.



**Courage:** We act bravely to overcome our fears, accept challenges and learn from our mistakes.



**Integrity:** We act with honesty, moral strength and grace, guided by humility and compassion.



**Respect:** We have a high regard for self and others, and for the wider community, and treat each other accordingly.

# ABOUT THE POSITION

## Position summary

The Director of Volleyball is responsible for establishing and leading a comprehensive, inclusive, and high-quality volleyball program at Matthew Flinders Anglican College. This role involves developing a strong and sustainable volleyball culture that caters to all students, from beginner to elite levels, ensuring pathways for skill development and personal growth.

The Director of Volleyball will provide strategic direction and operational leadership for the College's volleyball program, overseeing its implementation across all year levels. This includes fostering a positive volleyball experience for students, developing coaching staff, and ensuring the program aligns with the College's ethos of nurturing well-rounded individuals.

This is an acting position for the duration of 2025, covering a period of parental leave.

## Primary relationships

- Reports to the Head of Secondary through the Head of Sport, ensuring the volleyball program aligns with the College's overall vision and goals.
- Leads, mentors, and supports volleyball coaches, fostering a collaborative and high-performing coaching team.
- Engages directly with students, guiding their development both on and off the court, and maintains open communication with parents, addressing concerns about welfare, participation, and progress.
- Collaborates with pastoral care staff, integrating the volleyball program with the College's wellbeing initiatives to support students' mental and physical health.
- Works closely with the sports administration team, overseeing logistics, including scheduling, tours, equipment, and budget management.
- Partners with academic staff, ensuring students effectively balance academic responsibilities with their volleyball commitments.
- Liaises with the Property Services team, ensuring that facilities and equipment are safe, well-maintained, and meet the needs of the volleyball program.

## Main responsibilities

### Program Development and Strategic Leadership

- Design and implement a structured, developmentally appropriate volleyball curriculum that covers all age groups and abilities from Prep through to Year 12.
- Ensure alignment with the College's mission by fostering a culture that prioritises student wellbeing, character development, and a love for the sport.
- Set clear objectives for student participation at both developmental and competitive levels, promoting enjoyment of sport while maintaining high-performance standards for elite pathways.
- Establish pathways for identifying and developing talent, as well as participation opportunities for students interested in recreational volleyball.
- Regularly monitor and assess the performance and engagement of the volleyball program, providing feedback to staff and students and adjusting strategies as necessary.

### **Coaching Leadership and Development**

- Recruit, manage, and mentor a team of volleyball coaches, ensuring they align with the College's values and coaching philosophy.
- Develop and deliver a comprehensive coaching development program, including workshops, training sessions, and mentoring opportunities to ensure high-quality coaching standards.
- Foster a collaborative team environment where coaches work together to support students' athletic, academic, and personal development.
- Implement a College-wide "Flinders Style of Play" that emphasises teamwork, respect, and skill development at every level, ensuring consistency in the program's approach to training and matches.
- Support coaches in player management by providing guidelines on skill development, team selection, and match tactics.

### **Student Development and Wellbeing**

- Ensure a supportive and inclusive environment for all volleyball players, recognising diverse abilities and interests.
- Promote student wellbeing, particularly the physical and mental health of players, by collaborating with pastoral care staff and adhering to the College's safeguarding policies.
- Lead by example, ensuring that all players exhibit sportsmanship, respect for opponents, and pride in representing the College.
- Develop individual development plans for students who show exceptional talent, providing them with opportunities to pursue elite pathways within the sport.
- Celebrate student success by recognising and promoting both team and individual achievements throughout the College community.

### **Management and Administration**

- Oversee the day-to-day operations of the volleyball program, including planning training schedules, managing team selections, and coordinating fixtures and tournaments.
- Maintain regular communication with parents, players, and staff regarding all aspects of the volleyball program, including training sessions, match fixtures, injuries, and events.
- Prepare and manage the annual volleyball budget in consultation with the Head of Sport, ensuring resources are allocated effectively and equipment is maintained.
- Organise and manage tours, camps, and clinics that enhance the volleyball experience for students, fostering their development and promoting team cohesion.
- Liaise with external bodies, including local volleyball clubs and organisations, to provide students with broader opportunities for competition and development.

### **Stakeholder Engagement and Community Building**

- Foster positive relationships with students, parents, coaching staff, and the wider College community.
- Engage with local volleyball clubs, state bodies, and other schools to ensure students have access to representative opportunities and high-level competition.
- Collaborate with the College's pastoral and academic teams to ensure a holistic approach to student development, including balancing academic workloads and training demands.
- Promote volleyball through the College's internal networks including assemblies, MyFlinders and work with the Community Engagement team for external opportunities including social media, ensuring visibility and engagement across the community.

## Work Health and Safety

- Ensure the safety of all students and staff involved in the volleyball program, conducting risk assessments and ensuring equipment and facilities meet required standards.
- Promote a culture of safety by adhering to College WHS policies and guidelines, addressing any incidents promptly and appropriately.
- Provide first aid support during matches and training, ensuring injured players receive timely and appropriate care.

# ABOUT YOU

## Person specification

### Essential qualifications

- Tertiary qualifications in sports management, physical education, or a related discipline.
- Registration with the Queensland College of Teachers (or ability to obtain) is highly advantageous, not essential.
- Minimum Level 2 Volleyball Coaching Accreditation or equivalent.
- Current Working with Children Check (Blue Card).
- Current First Aid and CPR certifications.

### Knowledge, experience and attributes

- Proven leadership in volleyball program development, with demonstrated success in establishing, growing, and managing school-based volleyball programs that cater to all levels, from grassroots to elite pathways.
- Strategic and visionary leadership, with the ability to develop and implement a long-term vision for volleyball at the College, ensuring the program's alignment with the College's mission and values while driving sustained growth and success.
- Comprehensive understanding of player development pathways, ensuring smooth transitions from beginner to elite levels, with a focus on creating opportunities for students to reach their full potential both in participation and competitive contexts.
- Strong coaching credentials, with a proven ability to inspire and develop both players and coaching staff, fostering a positive, inclusive, and high-performance environment across the volleyball program.
- Exceptional organisational and leadership skills, capable of managing multiple stakeholders, complex logistics, and the day-to-day operations of a large-scale volleyball program.
- Commitment to student wellbeing and safeguarding, with a deep understanding of child protection practices and a strong emphasis on the physical and mental health of students within the volleyball program.
- Excellent communication and interpersonal skills, able to build and maintain strong professional relationships with students, parents, staff, and external stakeholders, ensuring a collaborative and supportive community.
- A passion for volleyball and its role in developing character, teamwork, resilience, and lifelong skills, with a commitment to fostering these qualities in all students.
- Experience in managing a multi-level volleyball program, overseeing both junior development and senior competitive teams, while ensuring consistency and quality across all levels of the program.

# STATEMENT OF COMMITMENT

## **Safeguarding our Students**

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

## **Workplace Health and Safety**

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained, hazards identified and risks are appropriately mitigated.

## **Equal Employment Opportunity**

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

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*A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.*





**Matthew Flinders Anglican College**

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**[www.mfac.edu.au](http://www.mfac.edu.au)**

*"Surrounded by our past, united by our future." Artwork by David Williams of Gillimbaa.*