



Position Title:	Head Coach
Department / Industry:	Squash
Location / Centre:	Geelong Lawn Tennis Club

About YMCA Victoria

"With the Y, everyone can....be healthier, happier and connected to their community; and help those who are not."

YMCA Victoria Vision 2020

YMCA Victoria is a charitable, not-for-profit community organisation that has served the Victorian community for more than 160 years. Together with our partners, we address community needs whilst building strong people, strong families and strong communities.

With over 5,000 employees, we deliver programs and services at more than 150 locations every day in settings including camps, student accommodation, community recreation and sporting facilities, swimming pools, early education, schools and kindergartens, youth services and youth justice facilities. We have millions of participations in our programs and services each year. Importantly, we also raise funds to enable free or subsidised access to our programs and services for members of our community doing it tough. This role is instrumental in our ability to deliver on our charitable activities.

For further information regarding YMCA Victoria, please visit www.victoria.ymca.org.au.

About YMCA Victoria Racquets Programs

YMCA Victoria have recently began making a push into the racquets industry and now operate several tennis facilities. Our key focuses include Tennis Coaching, Court Hire, Tennis Memberships, Competitions & Social Tennis and Retail.

The YMCA's goal is to replicate these offerings within the sport of squash and create an all-inclusive squash community by offering a complete suite of professional and sustainable programs and services.

About Geelong Lawn Tennis Club

The Geelong Lawn Tennis Club is one of Australia's oldest racquet clubs, founded in 1882. The club is managed by YMCA Victoria on behalf of Geelong Lawn Tennis Club Incorporated. The club features some of the finest racquets facilities in the state, including:

- 13 Grass Courts
- 6 Floodlit Plexicushion Courts
- 8 Floodlit en tous cas Courts
- 4 Purpose-Built Hot Shots Courts

- 3 Squash Courts
- Fitness Studio
- Bar facilities
- Commercial Kitchen
- Meeting Rooms
- Venue Hire

Position Summary

Classification / Grade:	Dependent upon experience	Employment Status:	Casual
Minimum Qualifications:	<ul style="list-style-type: none"> • Current Squash Victoria Coach Member • Squash Australia Club Development (formerly Level 1) Coach • Current Senior First Aid and CPR 		

As a Squash Head Coach you will be responsible for providing coaching experiences for members of the YMCA Squash Program. The Head Coach will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and educational needs of children. They will plan and deliver challenging and developmentally appropriate squash programs for children.

Our philosophy of programming is to deliver opportunities for children to grow in body, mind and spirit.

Key Relationships

Position reports to:	Centre Director, Geelong Lawn Tennis Club & YMCA Victoria Manager of Tennis
Direct reports:	GLTC Squash Coaching Staff
Key internal relationships:	<ul style="list-style-type: none"> • Customer Service and Frontline Staff • GLTC Management • YMCA Victoria Management
Key external relationships:	<ul style="list-style-type: none"> • Squash Victoria • Squash Australia • Local school networks • Members and Guests • Sporting associations • Program Participants and Support Workers • Community groups and sporting clubs • Schools • YMCA Geelong

Key Deliverables and Accountabilities

Coaching

- Develop, manage and run a profitable squash coaching program, which delivers a high standard of coaching and is enjoyed by all participants.
- To provide individual lessons as required.
- Maintain accurate records where required e.g. registers and accident reporting.
- Develop a schools link program, which is effective in creating new junior members for the coaching program, with the aim of establishing a program to deliver squash to local Primary Schools.
- To assist in the development of a program to ensure the effective progression of talented players.
- Assist in the recruiting and management of coaches as required including on-going training and mentoring of coaches, regular team meetings, and coordinating the theme and content of squash programmes.
- Maintain a high level of enthusiasm, energy and support to all YMCA members.
- Help promote the facility to new and prospective members through open days and other publicity events, and to help proactively develop the Club's marketing plans.
- To assist in the selection of and organisation of all teams competing in local associations and competitions.
- To assist in the development and running of internal club sessions.
- Upholding YMCA Victoria's Health and Safety and Safeguarding Children & Young People policies.

Personal

- Listens and is objective and non judgemental.
- Initiates and nurtures group interaction.
- Teaches and models effective problem solving and conflict negotiation.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism and respect.
- Punctual in both attendance on shift and attendance at staff meetings.
- Immediately responds to families needs or concerns.
- Flexible to work mornings, afternoons and evenings in an effort to share workload.
- Is a role model who, demonstrates, and teaches positive values of caring, honesty, respect, and responsibility.
- Sets an example for parents by interacting, communicating, guiding, and setting clear boundaries and expectations for children in healthy and respectful ways.
- Ensures a clean neat presentation in correctly presented uniform.
- Displays understanding & respect to those of different talents, abilities and faith.
- Builds on diversity to strengthen YMCA programs and services.

Administration

- Work within a team environment to ensure safe, timely and effective set up / lesson delivery & pack up.
- Construct and deliver developmentally appropriate lesson plans.
- Ensure appropriate attendance and competency records are completed, collated and submitted.
- Capable of assessing new students.

Community Strengthening

- Understands the unique needs of families and can respond appropriately.
- Exhibits concern for the well-being of others and interest in the feelings and experiences of others.
- Frequently communicates, sharing information with parents related to children's experiences and YMCA program opportunities.
- Challenges and develops young people's values and attitudes in a supportive manner.

Performs other duties as required

Key Challenges

- Grow the YMCA Squash Coaching Program at the Geelong Lawn Tennis Club to 50 financial students by December, 2017.
- Develop and implement GLTC Club Sessions (social squash) to cater for 30 attendees per week on an ongoing basis.
- Grow the current representative teams by 10% annually.
- Ensuring the YMCA Squash Program has a customer satisfaction level of 90% or greater.
- Create a link with local schools with the objective of having 1000 students participate in GLTC squash programs annually.

Safeguarding Children and Young People

You will be required to:

- Understand and work in accordance with the YMCA Safeguarding Children and Young People Policy at all times

Health, Safety and Environment

You will be required to:

- Promote a positive safety culture by contributing to health and safety consultation and communication, and through active participation in the reporting of hazards, incidents and near misses.
- Take reasonable care for your own health and safety, and for the health and safety of others.
- Cooperate with the YMCA by adhering to the organisations various policies, procedures, work practices and standard operating procedures.
- Perform your role in accordance with the specific responsibilities as outlined in the YMCA Victoria Health and Safety Responsibilities Procedure.
- Perform your role in accordance with the YMCA Victoria Fit for Work requirements.
- Cooperate with the YMCA with regard to caring for the environment, by acting in a sustainable way and minimising YMCA's environmental impact by adhering to the organisations policies, procedures and work practices.

To enable the YMCA to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues which may impact your ability to safely perform your role.

Authority / Accountability

- Ensure safe environment to staff and participants.
- Recommending students for upgrading as outlined in the Centres Policy and as appropriate.
- Immediately respond to customers needs or concerns to ensure the quality of service meets agreed standards

Position Requirements / Selection Criteria

Capabilities and Behaviours

- Have the ability and willingness to work on own initiative.
- Excellent communication and people skills.
- Ability to work well within a team, and the potential/desire to eventually manage a team of coaches.
- Capable of working with schools to develop quality school links.
- Excellent organizational and computer skills.
- A passion for coaching.
- Reliable and punctual.
- Good playing level.
- Possess a professional and energetic attitude.
- Available to work evenings and weekends as required.

Knowledge and Experience

- Be an experienced Squash & Racquetball Victoria licensed coach, minimum Club Development or equivalent, with a passion for learning and self-improvement.
- Experience of setting up and delivering quality, comprehensive squash programmes, which include competitive and coaching programmes for all ages and abilities.
- Possess good knowledge of Squash & Raquetball Victoria programs and services.

Qualifications and / or Licences

Minimum Qualifications

- Squash & Racquetball Victoria Club Development Coach
- Registered Squash & Racquetball Victoria Coach Member
- Working With Children Check
- HLTA301B Apply first aid or equivalent
- HLTCPR201A Perform CPR or equivalent

Education & Training

- Participation in workshops and meetings

Conditions of Employment

- The successful applicant will be subject to a Police Records Check.
- The successful applicant will hold a current Working with Children Check (if applicable).
- This is a School Term Based position, meaning the program is based predominantly on school terms. During the period this program is not being conducted, for example during school holidays, any agreed minimum hours will not apply.
- The GLTC Squash Head Coach position pay grade and base hourly rate will be negotiable depending upon experience.
- The position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement 2015.

Approval and Acknowledgement

Date PD created or revised:	08/11/2016
PD approved by:	Robert Daley
Date of approval:	08/11/2016

Acknowledgement of Position Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name: _____

Signature: _____ Date: _____

For more information regarding this position please contact:

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