

Role Description

Head Coach – Court Sports and Sports Centre Manager

Role Purpose

The role of the Head Coach – Court Sports, is to lead and manage the delivery of the Basketball, Netball and Volleyball programs at Meriden. The long-term objective of the Head Coach is to establish and maintain an elite basketball program at the School.

The role will consist of managing and maintaining the effective day to day operations of the Meriden Sport Centre, in consultation with the Director of Sport, and to oversee the safe operation of the facility.

Experience and Responsibilities (Basketball)

- Establish and maintain an elite basketball program at the School
- Actively network with organisations such as NSW Basketball to further promote the program
- Create an awareness of our program to encourage elite athletes to enrol at Meriden
- Strategically develop the program to gain high performance results in school and state pathway competitions
- Organise the day-to-day planning of training and competitions for squads and individuals
- Conduct all administration tasks, manage team selections and coordinate both the Junior and Senior School basketball programs
- Book venues and organise staffing across the School for basketball

Experience and Responsibilities (Netball and Volleyball)

- Conduct all administration tasks including, but not limited to:
 - Clipboard data entry (team lists, coaching hours and fixtures)
 - Following up on student absences
 - Producing and maintaining sport draws and team lists
 - Managing team selections
 - Book venues and organise staffing across the School
- Keep the Director of Sport fully informed and aware of any issues arising in relation to students, sport and any aspects of your role
- Undertake any training as required, including holding a current first aid certificate at all times
- Provide administrative support to Director of Sport, as required
- Representing Meriden proudly and appropriately at all times and on all occasions

Experience and Responsibilities (Sports Centre Manager)

- Carefully oversee the use of the gym facilities in the Sport Centre, ensuring instruction is provided by appropriately qualified instructors and that safety is of paramount importance
- Open and/or close the Sport Centre and ensure its professional and welcoming presentation at all times
- Manage effective lock up and security procedures, inclusive of alarms, keys, key register
- Oversee maintenance and repairs of all equipment, facilities and areas of the sport centre
- Oversee emergency procedures and drills as appropriate e.g. lock down
- Managing the booking system of all available sport spaces (for example; inside courts, outside courts, selbourne, fitness centre, the circuit and deck area).

Essential Criteria

- To be an effective communicator and a positive, flexible team member
- Be able to multi-task and problem solve efficiently
- Be able to plan and complete projects and achieve necessary time lines
- Outstanding organisation skills, ability and stamina to work in multiple environments
- Ability to communicate and motivate students in a variety of methods

Other Skills and Attributes

- Willingness to embrace and support the Christian ethos of Meriden as an independent Anglican School
- Loyalty to the School and the Principal
- A personal appearance and demeanour which represents the School in a positive way
- Clear and effective written and oral communication skills
- Effective time management skills and the ability to work independently with little direct supervision
- Excellent IT skills
- The ability to work as part of a team