

Age Group Coordinator Position Description

Job title: *Water Polo ACT Age Group Coordinator*
 Duration: *Until 1st October 2024*
 Hours (per week): *Voluntary. A \$250 per term stipend will be paid.*
 Reports to: *Chief Executive Officer, Water Polo ACT*

Position Purpose

The role of the Age Group Coordinator is to provide support to the Representative Team Coach, athletes, parents and WPACT to achieve the best possible results in the State and/or National tournament.

Main Duties and Responsibilities

- Assist with the distribution of information from WPACT to the athlete and parent group.
- Be the point of contact for athletes and parents who may have questions related to the WPACT representative program. Liaise with WPACT staff to ensure a consistent message is passed on;
- Maintain the “Heja” platform for your age group to ensure athletes and parents are receiving information;
- Coordinate squad/team meetings on behalf of the coach to set down expectations;
- Liaise with draft players/parents once appointed to WPACT teams;
- Attend WPACT briefing sessions and Age Group Coordinator meetings;
- Assist with booking logistics and preparing budgets if required;
- Maintain accurate financial records through the “Weel” platform.
- Assist with the distribution of uniforms once they arrive.
- Act in the team manager role on tour for your age group.
- Coordinate team fundraising initiatives.

Preferred Skills/Experience

Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Hold a current ACT Working with Vulnerable People Card; <p>Desirable</p> <ul style="list-style-type: none"> • Hold a valid First Aid Certificate.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Must have experience working with Children; • Must be able to demonstrate an understanding of appropriate behaviours when engaging with Children. <p>Desirable</p> <ul style="list-style-type: none"> • Previous team management experience commensurate with the proposed aged representative team.



Skills & Competencies	Essential <ul style="list-style-type: none">• Demonstrate strong leadership qualities and have the ability to delegate effectively;• Excellent communication and interpersonal skills;• Strong planning ability with excellent organisational skills;• Ability and willingness to work outside of normal hours including evening and weekends;• Must be self-motivated with the ability to enthuse a wide range of participants;• Ability to work independently and as part of a team;• Ability to manage a group of participants effectively;• Resilient with a can do attitude;• Strong management and interpersonal skills to engage effectively with athletes, parents/guardians, officials and Water Polo ACT;• Ability to follow policies and processes set out by Water Polo ACT and Water Polo Australia. Desirable <ul style="list-style-type: none">• Sound understanding of the Water Polo ACT representative landscape.
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Roles Available

Available positions:

Age Group Coordinator

- 15&U (Born 2009 or later) Boys and Girls (2 positions)
- 17&U (Born 2007 or later) Boys and Girls (2 positions)
- 19&U (Born 2005 or later) Men and Women (2 positions)

Sanctioned tournaments:

WPACT representative teams will be expected to attend ALL the following tournaments for your age group:

- East Coast Challenge (15&U) – 28th June – 1st July, Melbourne, VIC.
- Interstate Challenge (17&U) – 13th – 15th July, Canberra, ACT
- National State Championships (15/17/19&U) – Timing and location TBC.

How to Apply

Water Polo ACT is committed to protecting children from harm. We require all applicants that will be working with Children to undergo an extensive screening process prior to appointment.

Step 1: Submit a resume, expression of interest and essential qualifications (page 1) to – ryan.mcdermott@actwaterpolo.com by Thursday 28th March 2024.

The coaching resume and/or expression of interest should include all essential qualifications and experience.

Step 2: If shortlisted, participate in mandatory interviews between Tuesday 2nd April – Friday 5th April 2024.

Step 3: Age Group Coordinator appointments will be finalised at the April WPACT Board meeting.



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More Information

Questions can be directed to the Water Polo ACT Chief Executive Officer, Ryan McDermott - ryan.mcdermott@actwaterpolo.com

Related Documents/Policies

- [Water Polo ACT Representative Framework](#)
- [Water Polo ACT Coach Referee & Officials Framework](#)
- [WPACT Selection Policy](#)
- [Water Polo ACT Code of Conduct](#)
- [Water Polo ACT Child Safe Policy](#)