

<b>Position Title</b>	<b>Athletic Development Coordinator</b>
<b>Reports To</b>	Principal through the Director of Co-curricular Activities
<b>Classification</b>	<ul style="list-style-type: none"> <li>• Catholic Employing Authorities - School Officer Level 5.1(\$68,155 pa)</li> <li>• This is a continuing, permanent, non-teaching, full-time role</li> <li>• All employees are subject to a six (6) month probation period under the Fair Work Act.</li> </ul>
<b>Ambrose Treacy College</b>	Ambrose Treacy College is a Catholic school in the Edmund Rice tradition. The College currently has an enrolment of over 1300 boys across Years 4 to 12. The College is proud of its diverse and rich Co-curricular program which includes a wide range of pursuits and activities that are conducive to lifelong engagement.
<b>Purpose &amp; Duties</b>	<p>The College seeks to appoint an Athletics Development Coordinator who will be responsible for the ATC Athletic Development Program, in collaboration with the Head of Sport and Director of Co-curricular Activities,</p> <p>The Athletic Development Coordinator will comply with all EREA and College Policies and help ensure that the Sports program supports the College mission and operates within the parameters expressed in the Charter for the Authentic Expression of Catholic Schools in the Edmund Rice tradition.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Plan, implement, and promote involvement in the Athletic Development Program</li> <li>• Coordinate Athletic Development staff and liaise with other relevant stakeholders</li> <li>• Manage all communication pertaining to the Athletic Development Program</li> <li>• Consistent reviews and evolution plans for the Program</li> <li>• Prepare and monitor a budget in collaboration with the Head of Sport</li> <li>• Assist with maintenance and management of the College Gym and Sporting facilities</li> <li>• Contribute to the ATC Co-curricular Department, including activities agreed with the Head of Sport, Director of Co-curricular Activities and Principal</li> <li>• Model the Edmund Rice charism and help to ensure that the Edmund Rice charism is known, nurtured, and developed</li> </ul>
<b>Risk Management</b>	<ul style="list-style-type: none"> <li>• Read, understand, and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training pertinent to the role.</li> </ul>
<b>Workplace Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Adhere to relevant Workplace Health and Safety policies and practices</li> <li>• Ensure that the ATC Gym and training spaces are operated in a safe manner.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 ASCA coaching accreditation or relevant tertiary qualification</li> </ul>
<b>Essential Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Demonstrated knowledge and experience with all areas of Athletic Development</li> <li>• Demonstrated excellent oral and written communication skills</li> <li>• Demonstrated experience in the organisation of work schedules, rosters, task allocation and confidence with computer operations</li> <li>• Demonstrated experience in supervisor responsibilities</li> <li>• Demonstrated knowledge and experience of WHS and Risk Management policies, practices and responsibilities</li> <li>• Current Blue Card or be eligible to apply</li> </ul>
<b>Desirable Attributes</b>	<ul style="list-style-type: none"> <li>• Demonstrated Athletic Development experience with school aged students</li> <li>• Bus licence Class LR / MR or the ability to obtain one</li> <li>• Current First Aid Certificate</li> </ul>