

Position Description



Position Title	Tennis Coach or Senior Tennis Coach
Agreement/Award	The Y Whittlesea Enterprise Agreement 2024
Classification	CR or SE (dependent on role, experience, and qualification)
Employment Status	As per employment contract
Division/Department	Recreation
Direct Reports	Nil
Reports to	Tennis Coordinator

POSITION SUMMARY

As a Tennis Coach you will be responsible for providing coaching experiences for people of all ages in the Tennis Program. The Coach will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and needs of participants. You will plan and deliver challenging and developmentally appropriate programs for people of all abilities.

DUTIES AND RESPONSIBILITIES

Deliverables of the role – Tennis Junior Coach (CR 1)

- Work under direct supervision either individually or in a team environment and accept and apply direction from supervisors.
- Undertake routine and clearly defined operational tasks.
- Assist in the delivery of the tennis program whilst under supervision, focusing on participation within the community at all levels.

Deliverables of the role – Tennis Coach (CR 1)

- Work semi-autonomously either individually or in a team environment and accept and apply direction from supervisors.
- Undertake routine and clearly defined operational tasks.
- Respond to customer needs to ensure quality of services meets agreed standards.
- Assist in the preparation and implementation of innovative coaching programs for individual participants or groups, focusing on participation within the community at all levels.
- May assist Tennis Junior Coaches.

Deliverables of the role – Senior Tennis Coach (CR 2.1-2.2)

- Work autonomously under general supervision and perform a responsible and positive leadership role within a team which includes supervising lower-level staff.
- Adapt, reorganise and respond to individual needs.
- Apply specialist knowledge to solve problems.
- Prepare, implement and evaluate innovative coaching programs, focusing on participation within the community at all levels.
- Identify, adapt and manage daily program plans, tasks and procedures to achieve the best program outcomes that promote group teaching methods, combining skill development with fun, physical activity and enhancing the developmental assets aspect of Y programs.
- Demonstrate specialist knowledge and proficiency in tennis coaching.
- Keep abreast of new and innovative coaching techniques and share learnings with team members.

Deliverables of the role – Senior Tennis Performance Coach (SE grade)

- As per deliverables of the Senior Tennis Coach, in addition;
- Provide weekly specialist advice for the Tennis program
- Provide elite tennis coaching for the high level junior/senior players
- Ability to plan, organise and run high performance tennis squads
- Hot shots pathway specialist to transition students for Hot Shots Tournaments

Reviewed by	Human Resources	Review Date	09/08/2024
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General deliverables of the role

- Provide on court coaching according to the programs developed by the Tennis Coordinator.
- Demonstrate a commitment and understanding of the Y philosophy in relation to tennis programs and educational and teaching standards.
- Instruct and interact with participants and parents/guardians, providing effective direction, feedback and support.
- Display interest, enthusiasm, patience, respect and innovation to students and peers.
- Challenge and develop students' values and attitudes.
- Perform other duties as required and comply with reasonable directions.
- Ensure the health and safety of all participants.
- Create a welcoming atmosphere by engaging with members of the public, staff and volunteers in a friendly and helpful manner.
- Interact and set clear boundaries and expectations for child participants in a safe and respectful manner.
- Ensure that the tennis courts are kept clean and tidy.
- Identify and report potential issues in relation to breach of policy with OHS, Safeguarding Children and Young People and Privacy.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Reliability	Consistency in roster commitment and attending shifts	Quality of lesson	Effectiveness in planning and organising lessons and attending professional development opportunities
Communication	Strong and effective communication with parents/students achieved	Compliance	Adhere to health and safety and promote a safe environment and adhere to Y-MAC compliance
Customer Satisfaction	Increase customer satisfaction levels and positive feedback	High level coaches	Students progressing thru to Hot Shot tournaments.

CAPABILITIES & ATTRIBUTES

- Ability to work under routine supervision and guidance
- Ability to exercise initiative and judgement in the performance of your duties
- Excellent verbal communication skills with the ability to develop positive relationships with students, members, and participants
- Can solve predictable problems as per organisation policy and procedure
- Will accept direction and leadership from the coach in charge and leadership team
- Ability to prepare lesson plans
- A positive, enthusiastic personality and strong team work ethic

KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- NDIS Worker Screening Check (if working in a risk assessed role)
- Current Employee Working with Children Check and National Police Check
- International Police Check if you have lived outside Australia in the last 5 years
- Completion of the Y's Safeguarding Online training and NDIS Worker Orientation Module
- Sports related qualification and related sports experience may attract a higher classification

Knowledge and Experience

- Prior experience in a similar position is desirable
- Years delivering high level coaching experience may attract a higher classification.

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time.
- Maintaining mandatory qualifications/requirements.

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- Completion of induction as required (within first six weeks of employment)
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#)
- Be able to work a flexible roster, including early mornings, nights and weekends if required.
- Attendance and active participation at Y meetings and training when requested.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA’S HEALTHY WORKING CODE & ORGANISATION POLICIES