

# Position Description



<b>Position Title</b>	Badminton Coach
<b>Agreement / Award</b>	Y Whittlesea Enterprise Agreement 2024
<b>Classification</b>	CR 1.1 – CR 2.2 (dependent on role, experience and qualification)
<b>Employment Status</b>	As per Employment Contract
<b>Division / Department</b>	Recreation
<b>Direct Reports</b>	Nil
<b>Reports to</b>	Sports Coordinator/Centre Director

## POSITION SUMMARY

As a Badminton Coach you will be responsible for providing coaching experiences for people of all ages in the Badminton 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. Dependent on experience, you will have the opportunity to be involved in the planning and delivery of developmentally appropriate programs for people of all abilities.

Part of your role will include setting up and packing up equipment, reporting any maintenance issues and completing required program administration duties such as class records.

This position is based at Y Leisure City in Epping and requires availability on Sunday mornings. There may be a requirement for some flexibility to work across a 7-day roster across a span of hours, including evenings.

## DUTIES AND RESPONSIBILITIES

### Deliverables of the role

- Junior Coach (Instructor)
  - Work under direct supervision either individually or in a team environment and accept and apply direction from supervisors.
  - Undertake operational tasks which are routine and clearly defined.
  - Resolve problems where the situations encountered are repetitive or can be easily referred to higher level employees.
  - Assist in the delivery of the program whilst under supervision.
  - Prior sports/program participation knowledge and skills may be required.
  - An introductory coaching course may be required.
- Badminton Coach (Instructor)
  - Work semi-autonomously either individually or in a team environment and accept and apply direction from supervisors.
  - Undertake operational tasks which are routine and clearly defined.
  - Resolve problems with reference to procedures and policies and can sometimes choose between a range of straightforward alternatives.
  - Respond to customer needs to ensure quality of services meet agreed standards.
  - Assist in the preparation and implementation of the program for individual children or groups.
  - May assist RE 1 Junior Coach Instructors.
  - An introductory coaching course may be required.
- Senior Badminton Coach (Instructor)
  - Work autonomously under general supervision.
  - Perform a responsible and positive leadership role within a team which includes supervising lower-level staff.
  - Instruct and interact with children and guardians providing effective direction, feedback and support.
  - Construct and implement lesson plans that promote group teaching methods.
  - Adapt, re-organise, and respond to individual needs.
  - Apply specialist knowledge to solve problems.
  - Prepare, implement, and evaluate programs.
  - Assist in the planning and delivery of yearly and term plans and assisting other staff.
  - Ability to identify, adapt and manage daily program plans, tasks and procedures to achieve the best program outcomes.
  - Demonstrate specialist knowledge and proficiency in the program area of responsibility.

Reviewed by	Human Resources	Date Reviewed	30/09/2025
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## KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
<b>Reliability</b>	Consistency in roster commitment and attending shifts	<b>Quality of lesson</b>	Effectiveness in planning and organising lessons and attending professional development opportunities
<b>Communication</b>	Strong and effective communication with parents/students achieved	<b>Compliance</b>	Adhere to health and safety and promote a safe environment Adhere to Y-MAC compliance
<b>Customer Satisfaction</b>	Increase customer satisfaction levels and positive feedback		

## CAPABILITIES & ATTRIBUTES

- Ability to work under routine supervision and guidance appropriate to your role
- Under direct supervision, be able to exercise initiative and judgement in the performance of your duties.
- Excellent verbal communication skills with the ability to develop positive relationships with students, parents, and participants.
- With support, 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 or contribute to lesson plans at a level appropriate to your role.
- A positive, enthusiastic personality and strong team work ethic.

## KEY SELECTION CRITERIA

### Qualifications (pre-employment conditions)

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

### Knowledge and Experience

- Knowledge and experience in playing/competing in badminton.
- Relevant experience as a badminton Instructor/Coach is desirable but not essential. This 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.
- 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 available to work Sundays in line with the program requirements. May be required to work a flexible roster, including early mornings, nights and weekends if required.
- Attendance and active participation at Y meetings and training when requested.
- Y Whittlesea is a NDIS approved provider and if the role you are employed to perform directly works with a child, young person or adult who has a NDIS plan, where Y Whittlesea provides services to, you may be required to also have a NDIS Workers Screening Check as a pre-employment requirement.
- This position is subject to a probationary period for new employees in line with your employment contract

**MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S MANAGEMENT AND COMPLIANCE LIBRARY, INCLUDING ORGANISATION POLICIES**

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