



Position Description Junior Program Manager

Position: INCC Junior Program Manager

Reports to: INCC Yarra Paddlers President

Date: November 2020

Primary Purpose

The Junior Program Manager is responsible for developing, managing, and coaching the junior squad programs at INCC Yarra Paddlers.

Position in context

INCC Yarra Paddlers is a not-for-profit community sporting club incorporated in Victoria based at Fairfield Park, Fairfield. The governance of the club is overseen by a committee of volunteers who meet regularly to manage the long-term goals and day to day running of the club. There are approximately 250 members ranging in age from 9 to 80 years of age. The primary focus of the club is on recreational and competitive flatwater paddling.

The current coaching programs include a 3-week adult Learn-to-Paddle course run throughout the summer months and the Paddleroo program for Primary School boys and girls over the age of nine, which runs in terms 1, 2 and 4.

The club plans to launch a new Junior Squad for secondary school students in Term 1, 2021. This will be the initial focus for the Junior Program Manager. The program will operate from Term 1 to Term 4 each year and has been developed in partnership with the Paddle Victoria to grow junior participation in paddling in Victoria.

The Junior Program Manager will oversee the development, delivery, operations, and logistics of the club's junior programs in line with the strategic directions of the club.

This role will develop and enhance the opportunities for young people to take up paddling in a supportive, enriching, and safe learning environment.

The Junior Program Manager will be employed by Paddle Victoria and seconded to INCC Yarra Paddlers.

Major duties and responsibilities

Strategic

- Actively contribute to the strategic directions of the club and Paddle Victoria to grow the numbers of young people taking up the sport.
- Develop a sense of community and inclusion, and a culture of fun and enjoyment for participants where each person feels a sense of achievement and is encouraged to reach their specific paddling goals.
- Promote the program to ensure the target number of participants enrol each term
- Retain at least 80% of participants from term to term
- In consultation with INCC and Paddle Victoria, plan an annual calendar of events

Management

- Assist with the recruitment and engagement of suitable coaches to work in the program
- Oversee the coaches, ensuring best coaching practices are employed and provide professional development opportunities
- Ensure that the program goals are set, understood and implemented by everyone involved in the program
- Ensure that the program operates within the set budget
- Provide a report to the INCC committee each month including any feedback, suggestions for improvements and new initiatives

Administration

- In conjunction with the INCC Yarra Paddlers committee, design and implement the advertising campaign to recruit participants
- In conjunction with the Membership Co-ordinator organise the sign-up procedure including the collection and storage of personal, emergency, and medical information and arrangements for payment
- Set up communication protocols for coaches, participants, and parents/guardians
- Organise the coaching rosters
- Organise squads and allocation of coaches
- Liaise with parents and co-ordinate participation in races

Coaching

- Design the weekly program of events and activities, plan the training sessions
- Coach participants

Safety

- Ensure that suitable equipment is available and kept in good order
- Oversee the safety of paddlers and coaches through developing and implementing the risk management plan

Key contacts

- INCC Yarra Paddlers club President
- INCC Yarra Paddlers committee members
- Program participants – Paddlers
- Parents/guardians of paddlers
- Coaches
- INCC Yarra Paddlers club members
- PV Marathon Committee President
- Paddle Victoria

Person specification

Essential criteria

- Proven leadership and management skills
- Excellent verbal and written skills
- Experience in managing a sport program
- Experience working with young people
- The ability to lead and develop a successful junior paddling program
- Excellent interpersonal, organisational and communication skills
- The ability to motivate and inspire paddlers to progress in the sport
- Knowledge of flatwater paddling
- A kayak coaching qualification and experience
- Working with Children's Check

Desirable criteria

- A tertiary qualification in education, sport management, physical education or similar
- Experience in managing a kayak program

Time commitment

The program will run from late January until early December. Initially there will be one coaching session per week during term times and then will increase to two once the program is established. This will typically be one weekday afternoon and one weekend morning session, with involvement in 3-5 day camps in the April and September school holidays. The program will also involve management of junior participation in selected flatwater races typically one weekend day per month. The total time commitment is expected to average 4 to 5 hours per week over the 12-month program period.

In addition to the administration role the Junior Program Manager will also take on a coaching role for the activities listed above.

Remuneration

This position is offered as a casual individual flexibility agreement contract.

The estimated total remuneration per annum for the manager role is \$8,400 per annum

Payment for coaching hours will be in addition to the management role.

INCC Yarra Paddlers is committed to the safety and empowerment of all its members and aims to provide a safe and nurturing environment in which people can prosper and thrive. INCC has zero tolerance for child abuse and is committed to preventing child abuse through identifying risks early and removing or reducing these risks.