

Emmanuel
COLLEGE



Netball Club Coordinator

Employment Package

Casual Role – 10 hours per week (Term Time)
Commencing Term 1, 2026



VISION

*A caring Christian community
inspiring intelligent, hopeful
engagement with our world*

PURPOSE

Because the world needs people
of good character who pursue truth





Netball Club Coordinator

Offering outstanding culture, conditions and facilities, Emmanuel College is a multi-denominational school, valued by the Gold Coast community for its strong commitment to achieving academic excellence within a framework of thoughtful, intelligent and vibrant Christian faith. We enjoy a reputation as an outstanding school of character and leadership development.

We are looking for a self-motivated and engaged individual to drive our competitive netball program.

This is a casual position, term-time 10 hours per week per season, reporting to the Assistant Director of Sport. Given the nature of the position, week to week hours may vary depending on the demands of the program.

Employment Package

We seek candidates who are prepared to commit wholeheartedly to the values and ethos of the College. The selection criteria listed below will be critical to the selection process. Please address these criteria in detail. No more than half a page per criterion. An application without a response to the Selection Criteria will not be considered.

How to Apply

1. **Address the Selection Criteria**, limiting your responses to no more than half a page per criterion.
2. **Complete the online Application Form**
3. **Attach a copy of your resume and cover letter.**

Selection criteria are based on the essential requirements of the position and assess commitment, understanding, attributes, attitudes and values, particularly as they relate to students. They promote fair processes and equal opportunity and set the standards which will be used to measure suitability. These standards will be fair, objective and measurable. See below for the Criteria.



Selection Criteria

Please include examples or scenarios and experiences to prove capacity and skills referred to below:

1. Selection Criteria 01

An outline of your coordination / management experience in a comparable educational sports setting.

2. Selection Criteria 02

Please provide a statement of your experience in achieving sporting outcomes through coaching.

Applications close 5:00pm Monday 5 January 2026.

Applications will be acknowledged via automated reply. Short-listing is undertaken by members of a selection panel. Only short-listed candidates will be interviewed. The interview will consist of a series of questions, based on determining the capacity of the applicant to undertake the position. Applicants will be given the opportunity to explain and expand upon the information provided in their application. All short-listed applicants will be notified of the outcome of the interview. Copies of qualifications and proof of identity will be required upon appointment.

Remuneration is in line with the Emmanuel College Collective Workplace Agreement. Emmanuel College pays 12% superannuation.

Please direct any enquiries to HR Office, Emmanuel College at hr@emmanuel.qld.edu.au



Position Description

Position Purpose and Overview

The Netball Club Coordinator is responsible for the effective coordination, organisation, and administration of the Club's netball programs. The role ensures the smooth operation of teams, competitions, volunteers, and communication, creating a positive, inclusive, and well-managed environment for players, coaches, officials, and families. This includes coordinating registrations, team formation, coaching support, game-day requirements, and ensuring the smooth and effective running of the club throughout the season.

Accountability and Reporting Lines

The Netball Club Coordinator reports to the Assistant Director of Sport, Director of Sport and ultimately to the Principal.

Occupational Requirements and Qualifications

The successful applicant must:

- Have current netball coaching qualifications
- Have current working with children checks (blue card)
- CPR and First Aid desirable.

Personal Attributes

The successful applicant must:

- Be committed to the role and fully understand the desired outcomes.
- Have a passion for coaching and supporting young people
- Have strong interpersonal skills and the ability to build positive relationships
- Having highly developed organisational and coordination skills
- Have confident problem solving and decision-making skills
- Have a passion for netball and community sport
- Have a commitment to building positive relationships and creating a supportive club culture.

Skills and Competencies

- Experience in a sporting, schools, academy, community, or volunteer-based environment
- Strong administrative and coordination capability
- Basic computer skills and confidence using registration and communication platforms
- Ability to work cooperatively and collaboratively with staff, school administration, private sector officials, parents and the College community.
- Ability to mentor, support and encourage players to develop as athletes and well-rounded people.
- Excellent coaching skills, including programming and session delivery.



Netball Coordinator

- Previous experience in a netball club or similar sporting organisation
- Knowledge of netball rules, competition structures, and association processes
- Experience coordinating volunteers

Duties and Responsibilities

- Work collaboratively with the Director of Sport and Sports Department to coordinate the Emmanuel Netball Club program.
- Oversee player registrations and ensure accurate record-keeping.
- Organise team trials, grading sessions, and team allocations.
- Communicate team placements and season information to players and families.
- Recruit, support, and allocate coaches, umpires and team managers.
- Provide coaches with relevant resources, training opportunities, and season updates.
- Liaise with the local netball association regarding fixtures, rules, and season requirements.
- Distribute game schedules, scoring duties, and court allocations.
- Manage uniform requirements and ensure teams are prepared for weekly matches.
- Ensure all volunteers meet required compliance (WWCC, training, safeguarding).
- Act as the primary contact between the club, teams, association, and school/community.
- Provide timely updates through email, newsletters, or communication platforms.
- Address questions, concerns, and feedback from players, parents, and coaches.
- Maintain club documentation, registrations, and player eligibility records.
- Ensure adherence to club policies, association rules, and child-safe standards.
- Promote skill development, sportsmanship, and positive club culture.
- Support player wellbeing and ensure fair opportunities for participation.
- Identify opportunities for clinics, training sessions, and development pathways.
- Organise pre-season meetings, club events, and end-of-season presentations.
- Coordinate finals information, including scoring rosters and coach support.

Other Responsibilities

- Adhere to College guidelines and policies for reporting absences to supervisors, and any issues that arise during training sessions.
- Ensure all students are supervised at all times until collected by parent/guardian at the conclusion of each session.
- Maintain confidentiality of school matters.
- Be aware of and adhere to the requirements of the Child Protection Policy, College Work Health & Safety and other College policies and procedures.
- Perform all other reasonable duties in line with this role as directed from time to time.

Student Protection

The College supports the rights of children and young people and is committed to the safety, welfare and wellbeing of students. We expect all staff and volunteers to share this commitment by:

- Being informed of their responsibilities in relation to child protection including, but not limited to, all Child Protection training and being familiar with the Child Protection Code of Conduct
- Adhering to all legislative requirements and related College Policies



Netball Coordinator

- Immediately reporting any suspicions of inappropriate, unlawful or unusual behaviour of students, colleagues or visitors to the College, to abide by the duty of care to protect students and staff from harm, from self or others.
- Be diligent and punctual with playground and rostered duties, and other school timelines

Work Health and Safety

To comply with WHS legislation, all employees are responsible for the safety of themselves, students, visitors, volunteers and colleagues by being proactive in their duty of care. This includes, but is not limited to:

- Carrying out work practices in accordance with current WHS standard
- Complying with and being supportive of all WHS requirements and initiatives as published on Schoolbox
- Following all safety procedures and instructions
- Identifying and reporting any hazards or safety issues to the College WHS Officer or designated representative
- Reporting all accidents and incidents involving students
- Completing and submitting risk assessments as required
- Ensuring that no equipment, materials, appliances or chemicals are brought to the College which do not meet the required safety standards, including being tested and tagged and included in the relevant register
- Ensuring that no third-party workers, contractors or volunteers are engaged without having notified the WHS officer and ensured the completion of all required checks and documentation
- Undertaking all WHS training as required.

The Duties and Responsibilities are as the position is envisaged at the time of appointment. The College reserves the right to alter emphases and balances from time to time depending on circumstances.

Information Collection Process

In applying for this position, you will be providing Emmanuel College with personal information. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. You agree that we may store this information for up to six months. The College may hold the personal information provided by you in paper copy and/or digitally.

Safeguards are in place by way of locked storage and pass-worded access to computer records to prevent loss, unauthorised access, modification, misuse or disclosure. You may seek access to your personal information that we hold about you if your application is unsuccessful. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose this information to a third party without your consent.

If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they



Netball Coordinator

wish, that the School does not usually disclose the information to third parties and that we may store their information for up to twelve weeks. The College is entitled to believe that all information provided or implied in an application for employment is accurate, genuine and not misleading. Qualifications declared or implied are expected to be genuine and must be supported by documentary evidence. Subsequent discovery of any fraudulent dealing, or intention to mislead, during the application or appointment process will provide sufficient grounds for immediate termination of contract, regardless of when that discovery may occur.

We wish you all the best with your application.