

Ignite ambition



John Paul College
Unity | Christ | Learning



Position Title	Volleyball Co-ordinator
Department/Faculty	Sports and Activities
Classification	Instructional Services Grade 5 Level 6.1
Employment Type	Casual
Reporting Manager	Head of Sport and Activities
Prepared	May 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our motto – Unity | Christ | Learning – continues to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society.

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness
- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others

- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The **Volleyball Coordinator** at John Paul College is responsible for the leadership and management of all aspects of the College's primary and secondary Volleyball programs, including coaching, training, operations, communication and administration. as well as providing general administrative support into the College Sports and Activities office and programs.

Reporting Relationships

The Volleyball Coordinator reports to the Head of Sport and Activities.

The Volleyball Coordinator will also work closely with Deputy Head of Sport and Activities, Sports Officer, and the High Performance Coordinator and have formal and informal interactions with staff, students, parents, the Parents of JPC committee, coaches, volunteers, and District representatives.

Manager Direct reports : Coaches - JPC staff, casual coaches, specialist coaches and volunteers.

Key Responsibilities

The Volleyball Coordinator is accountable for the coordination of the College volleyball program, and will include operational, coaching and administrative duties.

The Volleyball Coordinator will also be an outstanding leader with expertise in coaching and drive strategic objectives to deliver quality outcomes for all stakeholders in the program.

Given the dynamic nature of the school environment, the College reserves the right to alter roles and responsibilities to suit operational requirements at any point in time.

Key areas of responsibility will include:

- Lead and manage all aspects of the volleyball program, including TAS, Junior TAS, Academy, junior development programs, competitions and tournaments
- Liaise with the Head of Sport and Activities to ensure the smooth and efficient operation of all aspects of the sport
- Create, implement and embed a high quality developmental and sequential volleyball program to cater for the needs of all players from P-12
- Oversee a quality developmental and sequential Volleyball Academy program to support program objectives
- Recruit and develop coaches for all teams through appropriate coaching courses, training and skill development sessions
- Communicate to stakeholders regarding all aspects, including trainings and competitions
- Develop a 3–5 year strategic plan for the sport in liaison with the Head of Sport and Activities and the Head Coach – Volleyball
- Oversee a timely, fair and effective trials process for all teams and competition opportunities, including liaising with the Head of Sport and Activities to determine squad selection and processes for all Queensland and Australian Schools Cup tournaments

- Optional but encouraged coaching of TAS and tournament teams
- Liaise with the Head of Sport and Activities and the Sports Officer to support induction and compliance of coaches and volunteers
- Organise, maintain and distribute uniforms and equipment for each team and coach
- Liaise with the Sports Officer regarding accurate maintenance of team lists and venue bookings
- Ensure team selections have followed the sports selection policy
- Plan and oversee tournaments, including Queensland Primary, Junior, Intermediate and Senior Schools Cup and Australian Volleyball Schools Championships
- Plan and oversee potential interstate and international volleyball tours
- Facilitate TAS home games in Terms 1 & 3, including set up, pack up, organisation of referees and reporting of scores
- Timely administration of rosters and payments for coaches and referees
- Liaise with the Parents of JPC to support end of season celebrations and events
- Prepare risk assessments and event request forms
- Complete student achievement and reporting processes including representative honours, colours awards, Speech Night awards and yearbook report
- Support Community Engagement with co-curricular photo events and promotion of achievements

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

- Demonstrates energy and enthusiasm for volleyball
- Strong interpersonal skills with the capacity to build positive, respectful relationships with students, parents, and colleagues.
- Resilience and flexibility in managing high-pressure, complex, and evolving situations.
- High level of discretion and professionalism in handling sensitive and confidential information.
- Ability to work collaboratively within a team environment, as well as independently when required.
- Outstanding communication skills with a commitment to delivering exceptional service, supported by cultural awareness and empathy.
- Excellent organisational and time management skills, with the ability to prioritise effectively.
- Strong digital literacy, including advanced use of Microsoft Office
- High level of accuracy and attention to detail.
- Sound understanding of relevant legislation, policies, and best practices
- A clear understanding of, and alignment with, the College's strategic vision and values.
- Commitment to working in a manner that fully supports the Principal and overall leadership direction of the College.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs

- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- Current First Aid certificate, or ability to obtain one
- Current Blue Card / Positive Notice Working with Children check or ability to obtain one

Experience

Commensurate with qualifications:

- Appropriate level of sporting, playing and administrative experience coaching

Selection Criteria

1. Experience in volleyball with a track record in a similar role in a school environment.
2. Knowledge and proven experience in managing operations of volleyball programs.
3. Expertise in recruiting and developing quality staff to meet the diverse requirements of the program
4. Ability to accurately prepare documents, reports, lists and communication essential to the effective operation of the volleyball program.
5. Above average information technology skills.
6. High attention to detail.
7. Ability to work under pressure.
8. Demonstrated time management and organisational skills with a proven ability to prioritise tasks to meet competing deadlines in a busy work environment.

Other Award Conditions

Classification and Award Coverage

This position is covered by the Educational Services (Schools) General Staff Award 2020 (the Award), as amended from time to time, and is classified as Instructional Services Grade 5 Level 6.1.

Hours of Work

Your engagement is on a casual basis. As such, you will have no guaranteed hours of work. You may be required to work varying hours up to 38 ordinary hours per week. Your normal working hours may be worked to between the hours of Monday to Saturday from 6am to 6pm in accordance with your classification of work under the Award. You will be engaged for a minimum of two (2) hours per engagement.

Remuneration

This role will be paid the hourly rate of \$43.69 per hour.

Superannuation

Superannuation contributions will be made in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth) to a complying superannuation fund of your choice, or to the College's default fund if no nomination is made. The College will contribute superannuation at the rate of 12.75% of your ordinary time earnings, which exceeds the minimum requirement of 12% under the Superannuation Guarantee.