

## Position Description

# Strength & Conditioning Athletic Development Coordinator

### OVERALL PURPOSE OF THE POSITION

The Strength and Conditioning Athletic Development Coordinator is a member of the Barker Sports Department which is inspired at all times by the core Barker values (Commitment, Compassion, Courage, Integrity, and Respect). Each staff member participates in the effective management of the sports program of the College as an integral part of the Barker community.

As the Strength and Conditioning Athletic Development Coordinator, you have responsibility for coordinating and managing the athletic development of Barker College students and sports teams. Through a strong understanding of College policy and process, you will facilitate the Strength and Conditioning program in line with the strategic intent of the Sport Department. You will work closely with the Director of Strength and Conditioning, Director of Athletic Development & Sport Science, the Head of Sport, the Director of Sport, individual sport Directors, individual sport Coaches and Strength and Conditioning staff.

The logistical responsibilities of the role include the following core functions:

- Oversight of athletic development protocols and programs within the S&C department
- Practical, face to face instruction for individuals and sports teams.
- Responsibility for individual and team athletic development and programming
- Utilisation of technology and software solutions for the athletic development of individuals and teams.
- Liaising with all Barker Sport programs in relation to their athletic development requirements.
- Implementation of College policy and process through the program
- Pastoral care & student welfare management

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### PRIMARY DUTIES & RESPONSIBILITIES

#### Fitness Room Management

- Assist the Director of Strength and Conditioning in creating and implementing the facility training timetable for Fitness 1 and Fitness 2
- Ensure all equipment is in suitable working order through inspection and maintenance
- Ensure the Fitness Rooms are hygienically suitable for training and implement guidelines to ensure continued acceptable hygiene levels
- Ensure acceptable clothing and footwear is worn within the Fitness Rooms
- Risk assess and ensure safe practice is implemented for any sessions conducted outside the Fitness Rooms
- Implement an S&C induction program for staff in relation to safe use of the facilities

#### Strength and Conditioning Program

- Build upon and continue to develop existing athletic development pathways and programs for students from Year 7 to Year 12.
- Ensure all exercise prescription is appropriate, in line with the Barker LTAD model and programming is based on the latest information relating to exercise prescription for young people

- Facilitate sports science support for sports and individuals requiring additional data collection, interpretation and reporting
- Facilitate goal setting, testing, programming, exercise prescription and implementation for students.
- Ensure the program reflects and justifies the philosophy that the Strength and Conditioning Program and associated facilities are for the use of all Barker students

### **Administration**

- Facilitate the use of Clipboard Software to manage the training timetable, student attendance, medical information and any incident or accident
- Contribute to the Strength and Conditioning Handbook and use processes, policies and guidelines within when completing staff inductions
- Contribute to the Parent and Student version of the handbook each year, outlining the Athletic Development stream of the S&C Program
- Use appropriate software to store data in line with College Privacy policies
- Complete all necessary risk management tasks in relation to the Barker Sport Risk Management Process and College and Industry requirements
- Communicate with and ensure that the Sports Administrators facilitate any necessary administration tasks in line with College expectations
- Assist the Director of Strength and Conditioning with casual employee inductions prior to commencement of work at the College
- Ensure parents and students have accurate and timely communication regarding the S&C Program through approved channels

### **General**

- In collaboration with the Director of Strength and Conditioning, seek professional development opportunities.
- Work with PDHPE Staff and facilitate the assistance in PASS and PDHPE classes if needed.
- By example, set a standard by which the Program and associated factors will operate.
- Keep the Director of Strength and Conditioning informed of necessary matters pertaining to the S&C Program through regular meetings and communication.
- Lead, develop, mentor, challenge and inspire our students to have a passion for Cocurricular involvement, utilising a range of strategies to ensure students reach their full potential, with a focus on teamwork and genuine sportsmanship[.
- Work collaboratively with the Director of Strength and Conditioning to assist with coaching and mentoring casually employed and permanent staff, including observation, feedback, individual development plans, training and education.
- Understand the importance of student health and wellbeing and workloads and provide appropriate support when necessary.
- Encourage high standards of student dress, punctuality, and behaviour and reinforce the role of each coach in managing these.
- Wear appropriate uniform and make sure your personal presentation is in line with the occasion and College guidelines
- If necessary submit articles for the weekly Bulletin or the termly The Barker publications
- Communicate directly with Heads of House regarding student matters
- Monitor and follow up injury and accident reports

## **SKILLS ESSENTIAL TO THE JOB**

- Appropriate Strength and Conditioning qualifications
  - High level of organisational skill
  - Capacity to work collaboratively as a member of a team
  - Ability to learn and use a range of applications and School related software
  - Highly refined communication skills, both written and oral.
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## **ESSENTIAL PERSONAL ATTRIBUTES**

- Intelligent, lateral thinker
  - Exceptional personal standards of honesty, integrity and professionalism
  - Strong service orientation with the ability to foster a strong service culture
  - Strong leadership skills, underpinned by a genuine interest in people
  - Excellent presentation skills
  - Commitment to the School's Mission, Vision and Values.
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## **WORK, HEALTH & SAFETY & ENVIRONMENT**

Barker College has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures and their contents. Your WHS obligations include:

- Co-operating with the School in ensuring your safety and the safety of others
- Following policies, procedures and directions designed to ensure a safe environment
- Reporting any hazard you identify to your manager or through the School's reporting processes
- Reporting any injury sustained to you or another staff member to your manager or through the School's reporting processes within 24 hours
- Following emergency evacuation procedures if required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant

## **ACCOUNTABILITY**

### **General**

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

### **Work Health and Safety**

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

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## SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
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## ORGANISATION CHART RELATIVE TO POSITION

<b>The Manager's Manager:</b>	<b>The Head of Sport</b>
<b>The Immediate Manager:</b>	<b>Director of Strength and Conditioning</b>
<b>This Position:</b>	<b>Athletic Development Coordinator</b>

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## APPROVAL

This position description accurately details the primary duties and responsibilities of the Athletic Development Coordinator.

*Approved by the Head of Sport – August 2025*

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## ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

**Name of Staff Member:**

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**Signature of Staff Member:**

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**Date:**

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