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| **POSITION DESCRIPTION – Senior Games Coordinator** | |
| **Organisation:** | Mandurah Netball Association |
| **Job Title:** | Senior Games Coordinator of *Mandurah Netball Association* |
| **Position Type:** | Voluntary – Honorarium annually |
| **Reports to:** | Board members of *Mandurah Netball Association*  President of *Mandurah Netball Association* |
| **Currently filled by:** | Jenny Cransberg |
| **Commencement date:** | October 2020 |
| **End date:** | October 2021 |
| **Time Commitment:** | One Year |
| **POSITION REQUIREMENTS** | |
| **Purpose**  To effectively manage the ***Mandurah Netball Association***’s grading and fixtures for the Competition | |
| **Knowledge/Skills**   * Organisation and time management skills. * Ability to respond to enquiries/problems quickly and effectively. * Project management skills. | |

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| **RESPONSIBILITIES AND DUTES** |

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| **Responsibilities and Duties**   * responsible to the Competitions Coordinator * member of a sub-committee which includes the Competitions Coordinator, Recorder, & NSG Games Controller * assist in grading of all Senior teams into a fair competition. * To liaise with the Registrar to ensure all players are registered and insured. * to liaise with the Recorder to ensure all ladders are up to date and accurate. * Coordinate the grading (re-­‐grading) requests or required to provide a fair competition for all teams * To ensure the timing of all games is controlled during Senior games. * Deal with queries and requests from clubs/teams. |
| **ADDITIONAL INFORMATION** |
| **Required Checks:**   * Proof of Identity * Reference Check * Working With Children Check |
| **The opportunity to:**   * Work as part of team dedicated to the growth and development of *Mandurah Netball Association* * Meet and network with other volunteers and industry professionals. * Have input into the goals and objectives of *Mandurah Netball Association* * Use one’s skills in a positive and engaging way |
| **Reimbursement** of Out-­‐of-­‐Pocket Expenses  (subject to advance authorization and presentation of receipts) |
| For further information regarding this position please contact  Mandurah Netball Association  Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)  Phone : 089581 5054  Please note the Office is only attended Monday and Friday from 10am-2pm |

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| For further information regarding this position please contact *Mandurah Netball Association* |

