



Incorporation No: A0008400H ABN: 72058001575

Sports Administrator

Are you passionate about sport and want to be part of the next, major growth activities of Waverley District Netball Association? If you are, we are seeking a capable, proactive, and enthusiastic Sport administrator to support our new programs in 2021.

About us

As we enter our 40th year of operation, we will be expanding our netball opportunities as a major tenant in the new, multi-purpose five court stadium at Oakleigh Recreation Centre (ORC). And at the same time, we will continue our grass-roots Saturday netball competition, (usually with excess of 280 teams) on our twelve acrylic surfaced courts in Ashwood.

In addition to our netball competitions for juniors through to adults, we provide for our community NetSetGo/Come and Try programs, under 9 competitions, skills clinics, an extensive umpire program and coach development. Plus, we run a very successful Representative teams' program (female & male).



The role

We are seeking a self-motivated and organised person, (who is a permanent resident of Australia) to market, promote and administer the netball competitions and activities at Oakleigh Recreation Centre (ORC) on a part-time basis.

This is a newly created position for someone that has excellent communication skills (written and verbal) and the maturity to plan and work independently. Strong administrative skills (including computer literacy) will be key to the success you have in this role.

The Sports Administrator will:

- Promote and market competitions and activities at ORC & WDNA
- Be a key organiser for the ORC competitions and activities including both leading up to competition day and during the seasons
- Preparation ORC fixtures on My Netball
- Work with Competition Managers and Umpire Supervisors during competitions seasons. (May be required to oversee competitions as required)
- Provide general advice and information about our competitions and activities
- Ideally have a continuous improvement and development focus
- Be ready to take on everything netball related



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Skills and experience

- Have a can-do attitude and be ready to roll up your sleeves and pitch in when required
- Strong customer service, planning and administration skills
- Effective oral and written communication skills
- Strong time management skills and problem-solving skills
- Able to work autonomously and as part of a dynamic team
- Strong computer skills, preferably with a good knowledge of the Microsoft Office & Google Suite
- An understanding of MyNetball would be an advantage
- Must have or be prepared to obtain a Working with Children Check
- Before employment contract commences, must have successfully completed the free Play by the Rules – Child Safety (online) course

Location and hours

Between 10 to 20 hours per week (minimum 10 hours)

Oakleigh Recreations Centre (once day time activities commence) Monday's 10:30 am to 2 pm

Work from home

12 month contract with a view to becoming permanent.

Benefits and perks

Pay Guide – Sporting Organisations Award

Flexible working conditions

Be part of a team committed to the provision of outstanding netball competitions and activities

How to apply

Send your written application including a resume with at least 3 referees to treasurer@wdna.com.au

Applications close 17 February. If the 'right candidate' applies prior to the close date, applications will close earlier.