



# Sports Administrator NSG & Saturday morning Coordinator

*Job Description*

## Position Details

**Position Title:** Sports Administrator – NSG & Saturday morning Coordinator

**Reports to:** WDNA President

**Location:** Waverley District Netball Association (WDNA) courts,  
Cnr Cassinia Avenue & Farmer Street, Ashwood, and  
Oakleigh Recreation Centre, 2A Park St, Oakleigh.

**Employment Type:** Casual

## Time Commitment:

Due to the nature of our competitions and multiple venues each week may vary. As a guide the role will be:

### NetSetGo Lead coach and coordinator

- Oakleigh Recreation Centre (ORC) - School terms Wednesdays 4 pm to 5:30 pm
- Waverley District Netball Associations two 10-week programs (may extend to three in 2023) 7:30 am to 9 am Saturdays

### Saturday morning Sports Administrator

- Waverley District Netball Association - 9am to 1 pm

Note: Alternate/extra time requirements may arise from time to time.

**Remuneration:** Pay Guide: Sporting Organisations Award

## Waverley District Netball Association:

WDNA is a not for profit, member-based organisation which is governed by a volunteer committee.

WDNA exists to enrich our community through the sport of netball and our vision is to have more people enjoying a life-long love of netball.

## Commitment to Child Safety:

WDNA are committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, WDNA is committed to ensuring the safety of all its members, particularly Children and Young People.

## Organisational Accountabilities:

WDNA is committed to the health, safety, and wellbeing of its staff. WDNA and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, and privacy practices.

WDNA also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

**Primary purpose of position:**

To administer the mornings of the WDNA Saturday competition, and to oversee and deliver the Net & Set programs to our community, plus be the first point of call for NSG enquiries

**Requirements, knowledge, skills, and abilities:**

Strong communication skills, including ability to speak clearly and to relate effectively with people from diverse backgrounds.

- Ability to carry out functions professionally and independently.
- Highly energetic, confident, reliable, punctual, and proactive individual.
- Foundation level coaching accreditation.
- Basic knowledge of Netball Connect would be an advantage (but not required).

**Key Accountabilities**

- Carry out duties required to successfully complete the key responsibilities and duties plus those directed by the WDNA President.
- Work closely with the Association to ensure a safe environment for all our participants.

**Key responsibilities and duties:**

**Prepare to deliver the Net & Set programs (using provided resources)**

- Confirm NSG coaches' availability
- Prepare equipment required for session.
- Distribute session plans.
- Ensure court/s are safe for sessions.
- Erect goal posts at ORC.
- Take equipment to courts
- Advise WDNA committee of any new equipment required.

**Deliver NetSetGo Program (using provided resources)**

- Supervise the delivery of program.
- Support coaches while delivering program.
- Assist with the development of NSG coaches.
- Where necessary, deliver program.
- Manage children participating and ensure their safety and involvement.
- Facilitate participation by parents

**Saturday Sports Administrator**

- Commence games via the Netball Connect application
- Register new managers for live scoring.
- Assist members with questions about our competition.
- Assist members with Netball Connect live scoring.
- Provide paper-based scorecard when required.
- Record results of umpire assessments completed while on duty.
- Replenish bathroom supplies when required.
- Sanatise high touch points as per roster.

Other duties as directed

Note: Persons appointed to this position must agree to adhere to our Policies and Code of Conduct and have or obtain a current Working with Children Check.

