

# Central Victorian Football Commission POSITION DESCRIPTION

Position: Netball Coordinator (Approx 15 flexible hours per week)
Department: AFL Central Victoria

AFL Central Victoria's Strategic Pillars are:

Participation Programs – Programs tailored to introduce, recruit, transition and retain participants in our game.

Community Football/Netball – The community is a better place because of the local football and netball club.

Overview of Role

• Pathways – A clear pathway for players, coaches, umpires and support staff that enables them to reach their potential.

- Facilities Through strong partnerships, plan facilities that build the capacity of the Region, fostering a sustainable, innovative and viable Central Victorian football and netball community.
- Organisation and People Our people will be equipped to lead and manage the growth of development of our games. Positions will be fulfilling, enjoyable and sought after.

The **Netball Coordinator** is responsible for working as part of an administrative team to administer, plan, and deliver the AFL Central Victoria Netball Academy and provide other league administration (as required).

# **Key Relationships**

## Reports to the:

• AFL Central Victoria Region Manager

# Other Key Relationships include:

- AFL CV Clubs and Leagues
- AFL CV Region Council
- AFL CV Hub Staff
- Netball Coaches, Umpires, & Selectors
- Netball Victoria





Responsibilities shall include, but not limited to the following:

The **Netball Coordinator** will be responsible for running the AFL Central Victoria Netball Academy, and assisting with other local netball administration (as required)

#### **KEY ROLES AND RESPONSIBILITIES:**

### **AFL CV Netball Academy**

- Plan, coordinate, & deliver the AFL Central Victoria Netball Academy at a high standard
- Be a key contact point for Coaches, Athletes, and Parents
- Act as squad manager for training sessions as required
- Attend & plan all selections, training sessions, and tournaments as required
- Manage athlete apparel ordering & provision
- Communicate with athletes and support staff
- Identify and appoint program Coaches, Managers, Selectors, and operational volunteers as required
- Meet all safety compliance requirements (i.e. child safety)
- Manage all program planning, communication, and administration as required

# Other (as required):

- Assist with other league and/or association netball administration as required
- Assist with other league and/or association netball finals operations as required
- Assist with programs to develop coaches and umpires
- Assist with umpire allocation for league finals
- Undertake other duties as required, be prepared to work within the team environment to ensure the overall success of AFL Central Victoria.

# Mandatory

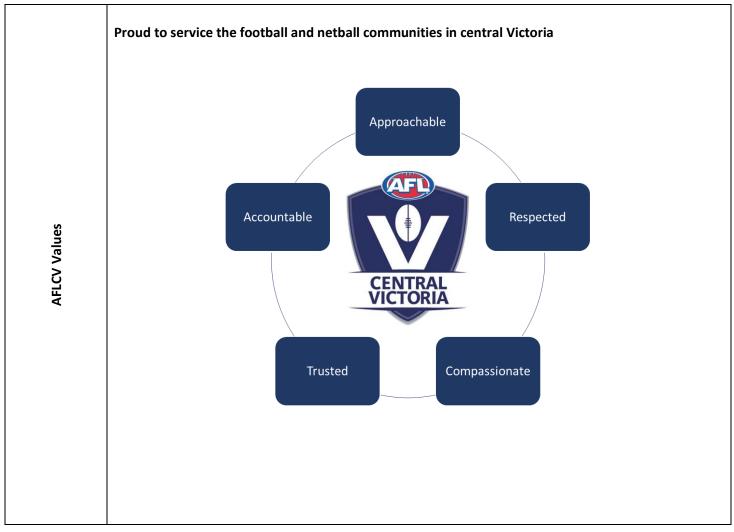
- Tertiary qualifications or experience in related field
- Proven ability to show initiative, plan and set priorities
- High level of attention to detail
- Strong verbal and written communication skills
- Experience in building relationships and working with volunteers
- Demonstrated personal initiative and ability to work effectively in a team environment
- Sound knowledge of the netball industry
- Developed IT skills
- Ability to work flexible hours including nights/weekends
- Passion, self-motivated and the willingness to become immersed in work

# Desirable

- Sound knowledge of governance best practices.
- Experience in stakeholder relationship building involving local sporting clubs, community Leagues, business, government or community groups
- Proven local netball industry experience practical and administrative

v Selection Criteria





Note: This PD is subject to change as required and determined by AFL Central Victoria.