



Department of  
Sport and Recreation



## POSITION DESCRIPTION – NSG Games Coordinator

<b>Organisation:</b>	Mandurah Netball Association
<b>Job Title:</b>	NSG Games Coordinator of <i>Mandurah Netball Association</i>
<b>Position Type:</b>	Voluntary – Honorarium annually
<b>Reports to:</b>	Board members of <i>Mandurah Netball Association</i> President of <i>Mandurah Netball Association</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	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

### RESPONSIBILITIES AND DUTIES

#### Responsibilities and Duties

- responsible to the Competitions Coordinator
- member of a sub-committee which includes the Competitions Coordinator, Recorder, & Senior Games Controller
- assist in grading of all NSG 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 NSG games.
- Deal with queries and requests from clubs/teams.

### ADDITIONAL INFORMATION

#### Required Checks:

- Proof of Identity
- Reference Check
- Working With Children Check



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**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](#)