



Department of
Sport and Recreation



POSITION DESCRIPTION – Association Administrator

Organisation:	Mandurah Netball Association
Job Title:	Administrator for <i>Mandurah Netball Association</i>
Position Type:	Paid
Reports to:	Board of <i>Mandurah Netball Association</i> President of <i>Mandurah Netball Association</i>
Currently filled by:	
Commencement date:	
End date:	
Time Commitment:	18 hours per week (2 days in the office 1 at home) plus voluntary time as required

POSITION REQUIREMENTS

Purpose

The Administrator provides the coordinating link between members, the board and outside agencies and attends to all aspects of the running of the Netball Seasons as required,

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 and develop new skills



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Knowledge/Skills

- Can communicate effectively
- Administrative skills
- Organisational skills
- Can delegate tasks
- Can maintain confidentiality on relevant matters
- Ability to use Netball WA platform program (ie MyNetball)
- IT competency – familiar with basic operating systems such as;
 - Microsoft Office,
 - internet
 - Outlook
 - Web Design & maintenance

RESPONSIBILITIES AND DUTIES

- Cover all aspects of office work and general administration
- Assist the Association Secretary in all aspects of her position as required
- Attend Committee meetings as requested to provide information and support
- Respond to enquiries quickly and effectively, including emails, Facebook & messenger
- Fulfill the requirements of any unfilled Committee positions as required, to run a successful Netball Season, ie act as registrar for "school clubs", First Aide officer roster etc
- Liaise with all members, Netball WA, the Regional Committee, and other Associations
- Help with running competition/fixtures as required liaising with Competitions Coordinator and AUDO
- Assist ADO & AUDO in booking courts and ensure required equipment is purchased or available in conjunction with the Property Officer, to run courses
- Research and acquire quotes for new equipment purchases for the Office, Canteen, & First Aid



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- Be available for deliveries out of hours
- Purchase Office, Canteen & First Aid supplies as required
- Create Committee roster for the running of the office on Association competition days
- Instruct supervise and educate new appointees to the Committee in procedures and policies including club rostering commitments
- Banking duties as required (second person count of takings etc and verifications)
- Kidsport liaison and claiming of vouchers from local governments
- Producing submissions for government and other entities for grants and sponsorship
- Liaise with Local, State, & Federal Governments to facilitate upgrades and maintenance
- Make recommendations to the finance committee regarding staff and budget
- Create or update required documentation to be included or added to the Associations Constitution, Bi-Laws, Policies and Procedures
- Attend professional development or training courses/conferences as required
- Attend professional networking meetings (other sports), & DLGSC conferences as required
- Write Association nomination submissions to Local & State Government, & Netball WA for various awards and trophies
- Maintain the Associations Website
- Desired and recommended but not compulsory.

(These certificates should be held by at least one person within the Association)

- Complete State Government & Netball WA courses,
"Play by the Rules" courses
 - Member Protection Information Officer course
 - Child Safety course
 - Harassment & Discrimination Course
 - Other Mini Courses
 - COVID-19 safety course
- Netball WA Association COVID-19 Certificate
- Fuel To Go & Play Canteen Certificate



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ADDITIONAL INFORMATION

Required Criminal Record Checks:

- Working with Children Check
- *(if usual duties involve, or are likely to involve, contact with a child (under 18))*

If exempt from Working with Children Check, request:

- National Police Certificate

Further Recommended Checks:

- Conduct Interview, including proof of identify check
- Conduct Reference Check
- Attain signature on Netball WA's Member Protection Declaration

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

Phone : 089581 5054

Please note the Office is only attended Monday and Friday from 10am-2pm