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| **POSITION DESCRIPTION – Association Development Officer** |
| **Organisation:** |  |
| **Job Title:** | Association Development Officer |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Association President |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 15 hours per week* |
| **POSITION DETAILS** |
| **Purpose*** To lead the development of the Association’s players and coaches
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| **Knowledge/Skills*** Qualification; Minimum Foundation Level
* Experience in coaching, team selection, grading, or Talent Identification
* Strong organisational and communication skills
* Strong leadership qualities
* Problem solving and conflict resolution
* MyNetball Training
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| **Typical time commitment*** *15 hours a week*
* *Some extra hours during team selections in November*
* *Saturday mornings during winter season (18 weeks)*
* *Long weekend in June – Association Championships*
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| **Responsibilities and Duties*** Submit a calendar of all Association trials and coaching sessions
* Prepare a budget for Coach/Player activities and programs
* Organise an Introduction to Coaching sessions for beginner coaches
* Design, implement and review development plan for the Association
* Review the programs within the development plan
* Liaise with Netball WA regarding player and coach development
* Disseminate information to the Association’s Clubs regarding coaching and athlete courses, training and seminars
* To encourage beginner coaches including players and parents to undertake formal coach education and/or to become accredited coaches
* Work with the Association administration to nominate and organise teams for Association Championships
* Coordinate selection and management of coaches for the Association Championship teams and help them in their preparations
* Be available to answer queries from coaches, teams, parents, and players
* Abide by the Coaches Code of Conduct at all times
* Submit reports to board as required

**Member Protection*** You may be required to obtain a 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, you may need to obtain a Volunteer National Police Certificate
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| **ADDITIONAL INFORMATION** |
| **Recommended Checks:*** Conduct Accreditation Check

**Volunteering in this position gives you the opportunity to:*** Work as part of team dedicated to the growth and development of *(Association name)*
* Meet and network with other volunteers and industry professionals
* Have input into the goals and objectives of *(Association name)*
* Use one’s skills in a positive and engaging way
* Develop a greater understanding of sports management structures

For further information regarding this position please contact *(Association name) (Association contact details)* |
| ***This position description is intended as an example/template only. It is the expectation of Netball WA that each Association/Club customise the content to suit their individual needs*** |