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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 | |
| **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 | |
| **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* | |
| **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 | |
| **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*** | |