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| **POSITION DESCRIPTION – First Aid Coordinator** | |
| **Organisation:** |  |
| **Job Title:** | First Aid Coordinator |
| **Position Type:** | Voluntary/Paid |
| **Reports to:** | Competition Convener or President of *(Association name)* |
| **Currently filled by:** |  |
| **Commencement date:** |  |
| **End date:** |  |
| **Time Commitment:** | *Approximately 5 to 10 hours per week* |
| **POSITION DETAILS** | |
| **Purpose**  To manage any injuries that may occur and ensure that the *(Association’s name)* first aid kit is well-maintained | |
| **Knowledge/Skills**   * Current First Aid Qualification * Current Level 1 Sports Trainer Certificate * Good organisational skills * Positive and enthusiastic attitude | |
| **Typical time commitment**   * *5 hours per week during pre-season preparations (generally March to May)* * *Saturdays through the Winter season (May to September) will be required* * *Attending training sessions may be required (generally on weekday evenings)* | |
| **Responsibilities and Duties**   * Complete an inventory of the first aid kit on a regularly weekly basis during competition season and ensure new supplies are ordered when required * Refer injuries to a medical expert for diagnosis and treatment if required * Ensure each injury is recorded. Information should include detailed and specific, including things like name of injured person, nature of injury, time of injury, etc.   **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** | |
| **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   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*** | |