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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
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| **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)*
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| **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
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| **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*** |