

## **Wanneroo Districts Netball Association – Association Admin Assistant**

### **KEEP THE GAME RUNNING BEHIND THE SCENES!**

**Location:** Kingsway Sporting Complex, Madeley

**Hours:** Full-time, 38 hours per week

**Reports to:** Association Manager / WDNA President

Are you someone who can keep things running smoothly while supporting players, clubs, and volunteers? If you're proactive, detail-oriented, and enjoy being at the centre of operations, this role is for you!

#### **What You'll Do**

- Provide day-to-day administrative support to ensure smooth operation of the Association.
- Manage memberships and affiliation records.
- Respond to enquiries and liaise with clubs, members, Netball WA, and other stakeholders.
- Coordinate calendars, events and volunteer rosters.
- Maintain key records including uniform registers, bookings, and Working with Children documentation.
- Prepare match day materials and support competition operations.
- Assist with reports, correspondence, and general office administration.
- Monitor facilities and escalate maintenance or risk management issues as required.
- Manage the WDNA web site and social media platforms

#### **What We're Looking For**

- Previous experience in an administrative or clerical role.
- Strong organisational and time management skills with attention to detail.
- Confident communication skills and ability to deal with a range of stakeholders.
- Intermediate proficiency in Microsoft Office applications (e.g. Word, Excel, Outlook)
- Ability to work independently and as part of a team.
- High level of integrity, confidentiality, and professionalism.
- Working with Children Check (or willingness to obtain).

#### **Why You'll Love It**

- Work closely with volunteers, clubs, and stakeholders in a supportive environment.
- Play a key role in delivering a positive experience for members and the wider community.

#### **Ready to blow the whistle on your next big opportunity?**

This is a permanent full-time position based on a 38 hours per week, plus superannuation and 4 weeks annual leave. We require the successful candidate to commence ASAP. If you would like more information about this exciting position, please contact the WDNA office on 9409 9950 for a Position Description or send an email to [manager@wdna.net.au](mailto:manager@wdna.net.au).