



# POSITION DESCRIPTION

St Thomas Netball Club- Work Hard, Play Fair, Have Fun

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| <b>Position Title:</b>            | <b>NetSetGo coordinator</b>  |
| <b>Reports to:</b>                | Executive Committee <b>Direct Reports:</b> Committee   |
| <b>Employment Status:</b>         | Volunteer  |
| <b>Time Commitment</b>            | Variable- (no more than 6 hours per month)   |
| <b>St Thomas Netball Club</b>     | <p>STNC is a not for profit, member-based organisation. The committee is run by volunteers to ensure the ongoing support of the sport of netball in the Whitehorse community.</p> <p>STNC moto is <i>Work Hard, Play Fair, Have Fun</i>. Our Values are Inclusivity, Teamwork, Respect &amp; Development.</p>  |
| <b>Commitment to Child Safety</b> | <p>We require all members above the age of 16 who coach, supervise or are part of the committee to have a valid WWC confirmed by the club. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <a href="https://vic.netball.com.au/child-safety-netball">https://vic.netball.com.au/child-safety-netball</a></p> <p>At STNC we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.</p> <p><b>STNC Commitment to Safeguarding Children &amp; Young People</b></p> <p>Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. STNC is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.</p> |

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| <b>Primary Purpose of Position</b>  |
| <ul style="list-style-type: none"><li>Be the first point of call for all NetSetGo Enquires and represent the organisation as the point of contact with Netball Victoria</li></ul> |

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| <b>Key Responsibilities</b> |
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- Distribute all marketing material (including school newsletter stories, posters)
- Administer player registration process
- Recruit and manage NetSetGo coaches and volunteers
- Facilitate participation by parents
- Be aware of the child safety in netball code of conduct
- Ensure all NetSetGo coaches follow the appropriate guidelines as per the Centre
- Coordinator handbook

### **Knowledge, Skills & Abilities**

- Can communicate effectively and has good interpersonal skills
- Well organised
- Is positive, enthusiastic and energetic

### **Other Requirements**

- Induction Training
- Police Check
- Working with Children Check
- Other (please specify)