



POSITION DESCRIPTION

POSITION DESCRIPTION – MANAGER COORDINATOR	
Organisation:	West Coast Men’s Mixed Netball
Job Title:	Manager Coordinator
Position Type:	Voluntary
Reports to:	WCMMNA President WCMMNA Vice President
Direct Reports:	Team Managers
Commencement date:	1 st August 2024
End date:	31 st July 2025
Time Commitment:	Approximately 8 hours per week, plus tour
POSITION DETAILS	
Purpose <ul style="list-style-type: none"> To manage and coordinate the West Coast Men’s Mixed Netball Team Managers throughout the season 	
Knowledge/Skills <ul style="list-style-type: none"> Good communication skills. Experience working independently and as an integral part of a team. Be motivated and proactive with an ability to use your initiative to solve problems. Ability to set priorities, plan work programs, meet deadlines and manage time effectively. High level interpersonal skills and ability to liaise at all levels with key stakeholders. Understanding of sport culture and organizations, including working with volunteers. Ability to multitask and focus on several issues simultaneously. Friendly and caring attitude. Is well informed of all Club activities, and is aware of the future direction and plans of the Club. An understanding of the Club’s Policies, Procedures, Constitution, and By-Laws, or a general understanding of Governance and these types of documents. Able to lead a team and exude strong diplomacy skills. 	
Typical time commitment <ul style="list-style-type: none"> Approximately 8 hours per week this depends on the role and can vary. 	
Responsibilities and Duties <ul style="list-style-type: none"> Providing Leadership to Team Managers throughout season/campaign. Providing strategy to ensure operations flow and work seamless. 	



- Overall responsibility for uniform deposits and orders in consultation with Uniform Coordinator, as well as uniform return upon end of season.
- Liaise with Equipment Coordinator to organise property (balls, bags, bibs etc.) and be responsible for all team equipment.
- Liaise with Tour Manager around travel and accommodation to ensure that staff are aware of facilities and travel arrangement to communicate to athletes.
- Work with Team Managers and Tour Manager to arrange for the treatment of any player who is injured or ill during training and tournaments.
- Ensure a register of games played for each athlete is completed by each team.
- Ensure all team votes are collected as per WCOMMNA policy and procedure.
- Working with staff around providing support to ensure team is supported and is well equipped.
- Creating processes and procedures to build on for future campaigns and tours.
- Building and maintaining managers guidebook.
- May be required to attend multiple tours both regional, national and international.

Member Protection

- You will be required to obtain a Working With Children Check
- 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:

- Lead a team dedicated to the growth and development of West Coast Men's Mixed Netball
- Meet and network with other volunteers and industry professionals
- Have input into the goals and objectives of West Coast Men's Mixed Netball
- 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 Secretary of West Coast Men's Mixed Netball on admin@wcommna.com.au

