



Melbourne East Netball Association

Registration No: A0011747L

ABN 54 201 268 575

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Position Title:	Competition Coordinator	Position Type:	Casual
Location:	Maroondah Nets 154 Heathmont Rd, Heathmont	Salary Grade:	Clerical and Administrative Staff Grade 3
Applicable Award:	Sporting Organisations Award 2010		

Position Description

ROLE AND RESPONSIBILITIES

This position is responsible for the effective and efficient running of MENA's netball competitions on game days during term time. The holder of this position will work as part of a team who are responsible for the following:

- Ensuring the courts and surrounding environments are fit for play prior to the commencement of the first game.
- Ensuring the venue is set up correctly and completely at start of day.
- Communicating relevant game day information out to the MENA community via appropriate methods e.g. phone, Facebook. This may include but not be limited to washouts, delays, court changes, court conditions.
- Assisting club representatives (where applicable) with questions they may have regarding MENA bylaws, the running of the competition and general queries relating to game day information.
- Entering scores into applicable website for all matches played.
- Entering player details into applicable website for all matches played.
- Entering details into the log of any incidents raised throughout the day
- Ensuring that the venue is packed up completely and correctly at the end of play.
- Answering queries from the MENA community.
- Escalating issues where required to the appropriate MENA committee or staff member.
- Available on our major days – Club Tournament, Semi Final and Grand Final Day each season, Pink Day and Blue Day.

The position holder is expected to have or obtain a good knowledge of the MENA bylaws, constitution and competition rules. As this position is the face of MENA on game day the holder must display a professional, calm and courteous manner when dealing with the MENA community and be reliable and honest. Employees are provided with a MENA polo shirt.

MINIMUM REQUIREMENTS

- Working with Childrens Employee Check

PREFERRED SKILLS

- Basic computer knowledge
- Customer service skills
- Problem solving skills
- Knowledge of social media such as Facebook or Instagram would be advantageous
- Knowledge of Netball rules and competitions would be advantageous
- Lvl 2 First aid would be advantageous

Last Updated By:	Tracy Lawrence	Date:	31 January 2022
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