



# **JOB DESCRIPTION**

## **Awards Coordinator**

This person provides the coordinating link between members, the management committee for awards collation for the Annual Presentation Day in December.

### **Job Description**

- Prepare the Awards List and winners details in electronic form for submission to the Secretary prior to the Annual Presentation Day in December
- Liaise with the Secretary to get names for the Certificates: Games Played Milestone/Committee Recognition/Coach Recognition and print accordingly
- Refer Attachment 1 for Medal List & Definitions
- Refer Attachment 2 for Coach Spreadsheet
- Refer Attachment 3 for Information on completing the Coach Spreadsheet
- Annual Participation Medals/Glasses to all players (excluding Open), pre-season members and NetSetGO! Members to liaise with the Team Registrar to arrange medals/glasses etc
- Coaches Award/Best & Fairest(excludes 11&U9): Collate all spreadsheets from the Team Coach/Captain which details the 3 points/2 points votes per game to identify to team member with the most points and enter the details on the powerpoint presentation & arrange the trophies accordingly
- Players Choice – at the end of each season collect the 3 points/2 points voted by the team members of each Open team
- Collate photos to include in the powerpoint presentation
- Read, reply and file correspondence promptly
- Other tasks: respond to general duties as directed by the club committee.

### **Knowledge and Skills Required**

Ideally the person is someone who:

- Can communicate effectively
- Holds a working with children certificate
- Is well organised and can delegate tasks
- Can maintain confidentiality on relevant matters
- Introductory Level - Powerpoint.

### **Estimated Time Commitment Required**

The estimated time commitment required as the Awards Coordinator of Donvale Netball Club is 24 hours in lead up to the presentation day.