



**DONVALE  
NETBALL CLUB**

## POSITION DESCRIPTION

*Donvale Netball Club Inc. exists to improve people's lives through the sport of Netball*

<b>Position Title:</b>	<b>First Aid Co-ordinator</b>		
<b>Reports to:</b>	President and Equipment Co-ordinator	<b>Direct Reports:</b>	N/A
<b>Employment Status:</b>	Volunteer		
<b>Time Commitment</b>	Seasonal and up to 2 hours extra during the season		
<b>Donvale Netball Club Inc.</b>	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster &amp; District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Manager, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Membership Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
<b>Commitment to Child Safety</b>	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

### Primary Purpose of Position

- To ensure Club first aid equipment is up-to-date for courtside match and training commitments.

### Key Responsibilities

- Provide basic first aid kits to all Club Coaches and Open-Age team managers for each season.
- Ensure that the first aid facilities are kept fully stocked and stock shortages either reported or ordered in
- Ensure first aid kits are cleaned out and stock levels maintained for each season
- Ensure First Aid information is up-to-date for Club Coaches and Open-Age team managers.
- Ensure that all reports regarding first aid incidents are completed and forwarded to appropriate parties.
- Liaise with the Equipment Co-ordinator to ensure all Club Coaches and Open-Age team managers have complete first aid kits for each team.

<b>Knowledge, Skills &amp; Abilities</b>
<ul style="list-style-type: none"><li>• Commitment to the success of the Club, its membership and the sport of netball</li><li>• Current Level 1 First Aid qualification, medical or para-medical background</li><li>• Ability to work independently, with competent communication skills and commitment to task</li><li>• Ability to attend to requirements in a timely manner.</li></ul>



<b>Other Requirements</b>
<ul style="list-style-type: none"><li>• Induction Training</li><li>• Working with Children Check</li></ul>