



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	NetSetGo Co-ordinator		
Reports to:	Executive & General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Approximately 2 hours per week		
Donvale Netball Club Inc.	<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 & 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, Sponsorship 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>		
Commitment to Child Safety	<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

- Be the first point of call for all NetSetGo Enquiries and represent the Club as the point of contact with Netball Victoria

Key Responsibilities

- Distribute all marketing material (including school newsletter stories, posters)
- Administer player registration process
- Recruit, manage and supervise NetSetGo coaches, leaders and volunteers
- Provide access to NetSetGo session plans, workshops and Netball Victoria registration for NetSetgo coaches and leaders.
- Be the first point of contact for NetSetGo participant parents/guardians.
- Facilitate participation by parents
- Be familiar with all Child Safety and Member Protection policies and Codes of Conduct.
- Ensure all NetSetGo coaches follow the appropriate guidelines as per the Centre Coordinator handbook

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball
- Can communicate effectively and has good interpersonal skills
- Well organised
- Is positive, enthusiastic and energetic
- Can prepare and oversee delivery of appropriate session content
- Familiarity with Netball Australia, Netball Victoria, Club and affiliated Association/s Member Protection, Child Safety and Behaviour Codes policies and procedures

Other Requirements

- Induction Training
- Working with Children Check