



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

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

Position Title:	Welcoming Officer		
Reports to:	Executive Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Regular attendance on Club training nights (Tuesdays) 4.15pm to 5.45pm		
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, 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>		
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 Club 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 a welcoming and positive influence on behalf of the Club for current, new and prospective members.

Key Responsibilities

- Proactive in encouraging new or prospective membership to the Club, and be supportive to current membership.
- Support individuals and families from under-represented communities when they enquire and/or join the Club.
- Provide feedback for Netball Victoria to improve their programs and outcomes for all age groups, diverse communities and member interests.
- Be approachable and visible for members and their families
- Ensure the Club is prepared by encouraging current, new and prospective members to adopt and abide by the Club and affiliated parent bodies' policies, bylaws, Codes of Behaviour, Constitution and Rules of Netball.

- Provide feedback to the Committee regarding any issues that require support or clarification or awareness.

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball.
- Have a genuine interest in growing community netball and participation at the Club
- Familiarity with the training environment
- Good communicator and listener
- Sincere, respectful and treat everyone equally and fairly
- Reliability
- Ability to exercise discretion

Other Requirements

- Induction Training
- Working with Children Check