



# POSITION DESCRIPTION

*Holy Spirit Parish Netball Club*

<b>Position Title:</b>	<b>Property Coordinator</b>
<b>Reports to:</b>	Executive and General Committee
<b>Employment Status:</b>	Volunteer
<b>Time Commitment</b>	Role appointed at the AGM from the General Committee for a twelve month tenure
<b>Holy Spirit Parish Netball Club</b>	<p>Holy Spirit Parish Netball Club (HSNC) is a not for profit, member based organisation which is governed by a volunteer Committee. It is a Club Member of Melbourne East Netball Association (MENA) and is governed by MENA, Netball Victoria and is affiliated with Netball Australia.</p> <p>HSNC exists to create a positive and strong local netball club that encourages players to try their best and have fun. The club is committed to providing an environment where players can learn and develop the skills and rules of netball. Players participate in a sportsperson like manner, in a inclusive, safe and positive environment. HSNC aims to build confidence, skills and foster a positive experience with the club and the game of netball. HSNC expects all players and coaches to respect their team mates, opposition, coaches, umpires and administrators and represent the club with pride and passion.</p> <p>The HSNC Executive consists of the President, Vice President, Secretary and Treasurer, with a Committee that supports a number of functions and roles of the club.</p>
<b>Commitment to Child Safety</b>	We are 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, HSNC is committed to ensuring the safety of all of its players particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to HSNC and its Affiliates commitment to providing a safe environment for children in netball and consists of principles and benchmarks NV has in place.

## Primary Purpose of Position

- Ensure HSNC Coaches have the equipment and resources required to undertake training and on game day

## Key Responsibilities

- Conduct an annual stock take of HSNC equipment
- Maintain a register of HSNC equipment
- Store HSNC equipment
- Maintain and update HSNC Coaches bags
- Collect Coaches Bags from retiring coaches
- Create new Coaches bags for new coaches and incoming U9 teams
- U17 teams may not require a coaches bag, rather a set of bibs and ball
- Open teams will not require a coaches bag rather a set of bibs and ball
- Ensure Net Set Go come and try equipment is provided to the NSG Coordinator
- Purchase equipment at the request of coaches
- Arrange payment of invoices or reimbursement from HSNC with the Club Treasurer
- Use Rebel credits to purchase equipment as required
- Use Net Set Go Credits as available
- Attend the Coaches meeting (if held face to face) to refresh Coaches bags

## Knowledge, Skills & Abilities

- Sound knowledge of netball
- Understanding of training equipment requirements
- Excellent communication and interpersonal skills
- Be able to relate to a diverse group of individuals
- Positive and enthusiastic
- Well organised

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| <ul style="list-style-type: none"><li>• Ethical, honest and trustworthy</li><li>• Dedicated Club person</li></ul> |
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Other Requirements
<ul style="list-style-type: none"><li>• Working with Children Check</li><li>• Fulfills COVID vaccination requirements as per Government directives</li></ul>