



**MANDURAH**  
**VOLLEYBALL**  
ASSOCIATION

MANDURAH VOLLEYBALL ASSOCIATION INC.

Where everyone can play.



## Job Description

### **Role Title – Competitions and Events Coordinator**

The position is associated with the Management and Match committees and the prime responsibility is to coordinate the events and competitions conducted under the auspices and direction of the Mandurah Volleyball Association and as duly sanctioned by the West Australian Volleyball Association.

The position ensures adequate resources of the Association are available for all events and competitions organised and conducted within the Peel region.

### **Responsibilities**

The Events Coordinator will be responsible for the following with respect to the competitions and events:

- providing accommodation information for MVA sanctioned travelling teams;
- in consultation with the association's coaches and teams, seeking interested players and teams for each regional competition/carnival;
- nominating MVA teams for each regional competition/tournament; and
- ensuring equipment needs are catered for such as balls, whistles and team uniforms.

### **Primary Duties**

- Coordinate competitions (kids volley, juniors, seniors, and social volleyball) and events in cooperation with the designated club or association.
- In cooperation with the Development Officer and Registrar, coordinate various other competitions, as nominated by the Management Committee, including but not limited to School Competitions, Country Carnivals, Corporate Cups and the State Championships.
- Along with the development officer, liaise with each local club on development needs.
- To promote and establish competitions in regional areas similar to the competitions established for the Mandurah Volleyball Association.
- Maintain all relevant records and documentation associated with the position.
- Maintain equipment used by the Mandurah Volleyball Association for tournaments.
- Attend forums and meetings as directed.

### **Key skills and knowledge requirements**

1. Excellent people and communication skills
2. Good planning and organising abilities
3. Self-motivated with a can-do attitude
4. Desirable— suitably trained with the necessary qualifications and certifications