



MANDURAH
VOLLEYBALL
ASSOCIATION

MANDURAH VOLLEYBALL ASSOCIATION INC.

Where everyone can play.



Job Description

Role Title – Program Coordinator

The position is associated with the Management and Match committees with the prime responsibility of coordinating various programs (in conjunction with the Competitions and Events and Coordinator) conducted under the auspices and direction of the Mandurah Volleyball Association (MVA) and as duly sanctioned by the West Australian Volleyball Association (VWA).

The position ensures adequate resources of the Association are available for the various programs, events and competitions organised and conducted within the Peel region, and, where required, regionally and state-based.

Responsibilities

The Program Coordinator will be responsible for the following with respect to programs and events:

- provide information to participants of MVA-sanctioned programs;
- in consultation with the association's coaches, current and prospective players and other stakeholders (e.g., schools, committee), seek interested players, teams and assistants/volunteers for each program;
- ensure all assistants/volunteers hold the necessary qualifications and licences;
- assist in collecting players' details, to be used for registration with MVA;
- ensure all participants have paid for each program; and
- ensure training and equipment needs are catered for such as venues, balls and uniforms.

Primary Duties

- Coordinate programs (kids volley, juniors, seniors, elite and social volleyball) and events in cooperation with schools, clubs or associations.
- In cooperation with the Competitions and Events Coordinator, coordinate various other programs and competitions, as nominated by the Management Committee.
- Maintain all relevant records and documentation associated with the position.
- Maintain equipment used by the Mandurah Volleyball Association for training, competitions and 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—appropriately trained with the necessary qualifications and certifications