



POSITION DESCRIPTION

POSITION TITLE	Western Australian Volleyball Junior League Venue Coordinator (WAVJL)
RESPONSIBLE FOR	Providing on site coordination and administration at a WAVJL venue.
EMPLOYER	Volleyball WA
LOCATION	180 Charles Street, West Perth, 6005
REPORTS TO	VWA Competitions and Events Manager
EMPLOYMENT	Casual

Job Purpose

The purpose of the role is to provide onsite coordination and administration of the WAVJL. Reporting to the VWA Competitions and Events Manager, this position is the appointed VWA representative at the WAVJL venue.

Key Responsibilities

1. On Site Competition Management

Ensure the safe and professional presentation of playing venue at least 30 minutes prior to the warmup start of the first game:

- Nets are at correct height and proper tension.
- Courts have all necessary equipment: Ball, score sheets, scoreboards, pens, rotation slips, towel, post pads, timer, chairs etc.
- All safety checks are completed and acted upon if necessary. A Venue Facility Audit should be completed prior to the start.
- Ensure all signage, presentation equipment and marketing material is appropriately displayed.
- Ensure that access to a first aid kit and ice is available.

2. Tournament Administration at the venue:

- Contact the Chief Referee to resolve any protests 'on the spot' and advise teams/players of the appeal process.
- Accurately update all tournament results into Exposure.
- Collect all scoresheets at the venue and return them either as a physical copy or electronic to VWA Events Coordinator by the Monday following each round.
- Provide customer service to all participants.
- Ensure that Venue Facility Audit, Injury, Incident and Concussion Reports Forms are completed and submitted to the VWA Events Coordinator by the Monday following each round. These must be completed if any player is injured/concussed whilst playing at the venue.
- Provide minor First Aid support at the venue and identify if the injury requires an ambulance to be called.

3. Ensure compliance with VWA Regulations, Policies and Procedures:
 - Must be familiar with FIVB Indoor Volleyball Rules, WAVJL Competition Regulations and relevant VWA Policies and Procedures.
 - Ensure that compliance is met by all participants: athletes, coaches, referees, clubs, spectators and staff.
 - Ensure that all participants, coaches, and parents adhere to the VWA Codes of Conduct.
4. Supervision of referees:
 - Liaise with the VWA Events Coordinator to ensure adequate provision of referees.
 - Monitor the referees for each competition to ensure the rules of the games are successfully managed.
5. Collect any onsite issues to be resolved by the WAVJL Technical Committee (consists of the VWA Competitions and Events Manager, VWA Events Coordinator, and the Chair of the VWA Junior Working Group).
 - The Junior League Venue Coordinator will communicate any issues which arise during the rounds and submit them to the VWA Events Coordinator.
 - These issues will be presented to the Technical Committee at regular intervals, and they will meet when necessary.
 - The VWA Events Coordinator will then communicate the outcome of these WAVJL Technical Committee discussions to the clubs/associations/schools.

Key Performance Indicators

To perform competently in this position the incumbent will be expected to demonstrate capability, skills, and experience in the following areas:

- **Customer Service**
Show excellent interpersonal skills, build positive relationships and work collaboratively with key stakeholders from a range of diverse backgrounds, including athletes, parents, coaches and referees, state and national associations, local government representatives, contractors and sponsors.
- **Communication**
Demonstrate exceptional communication skills. Act as the primary source of information and knowledge regarding all the activities outlined in the position description and document and share this information and knowledge effectively with internal and external stakeholders.
- **Organisational Skills**
Display a high level of organisational skills and a proven ability to manage priorities and meeting tight deadlines.
- **Team Participation**
Be an active and enthusiastic member of the Volleyball WA staff team and the Volleyball WA wider community. Take personal responsibility for upholding the Association's values.
- **Work Quality**
Take personal responsibility for the quality of work completed, including timely delivery and accuracy of information. Be flexible in the hours to achieve successful completion of tasks.
- **Continuous Improvement**
Show a commitment and active contribution to finding more efficient and effective ways to service to the volleyball community in WA.

Essential Criteria

- Sports administration / volleyball experience would be advantageous.
- Current Driver's Licence or reliable transport.
- Current Working with Children Check.
- Current First Aid Certification.

Additional Requirements

- Heavy lifting may be required.

Dress Code

- A VWA issued top.
- Black shorts or pants.
- Enclosed shoes, no crocs, sandals or slides.
- No hats or visors are permitted.