



EXCITING EMPLOYMENT OPPORTUNITY

AFL Goldfields offers this rare and exciting opportunity to appoint a highly motivated, enthusiastic and suitably qualified individual to assist with the netball operations and office administration of for the Leagues & Clubs under the AFL Goldfields banner.

NETBALL OPERATIONS CO-ORDINATOR & OFFICE MANAGER

The Netball Operations Coordinator / Office Manager is primarily responsible for managing the day to day operations of the MCDFNL and BFNL Senior and Junior Netball Competitions and providing administration support to all staff of the AFL Goldfields Regional Administration Centre.

- Work closely and under the guidance of the Netball President, Executive and Operations Manager of each league to manage the operations of all Junior (Under Age) and Senior (incorporating A, B and C Grade) Netball competitions for all leagues according to league By Laws and Netball Victoria regulations.
- Oversee the running of Netball Victoria's 'My Netball' database management system, including registration process, results entry management and media reporting.
- Coordinate and oversee the relevant Umpire Accreditation and appointments
- Call, prepare for and conduct Netball Club Delegates Meetings throughout the year for each league and produce minutes of these meetings
- Work in conjunction with the Netball Development Manager on the Representative programs including Senior and Junior Interleague and Regional State League.
- Work in conjunction with the Netball Development Manager to further grow and develop AFL Goldfields current Netball competitions
- Assist with the general administration duties of the BFNL including all incoming and outgoing correspondence, manage office storeroom inventory, track and order all office supplies and equipment.
- Manage function room bookings.

If you have the strength of character to meet challenges, are willing to work flexible hours, have a current Victoria Drivers License, and importantly have a passion for football and netball at local and regional level then we await your application.

Any enquiries, or to request a position description please contact AFL Goldfields Netball Manager Kara Murray on 0417 642 271 or via email to kara@ballaratfl.com.au

Pls address all applications to:

Kara Murray
AFL Goldfields
P.O Box 586
Ballarat VIC 3350

Applications close at 5.00pm Friday 22nd November 2013.

All applications will be treated in the strictest confidence.
AFL Goldfields is an equal opportunity employer.