



Duty Statement: Covid Safety Coordinator

<p>The Covid Safety Coordinator will be responsible for the club's covid measures and associated tasks. Ensuring the club's plans comply with the general ACT Health Directions, Basketball ACT's Covid Protocols and any specific training venue requirements. This position holder must comply with the Club's Volunteer Code of Behaviour.</p>	<p>Covid Meetings/Reporting</p> <ul style="list-style-type: none"> ➤ Represent the club at any Basketball ACT Covid meetings as required. ➤ In consultation with relevant Program Coordinators and the Communications Officer, assist ACT Health to identify and notify members of close contact exposures as required.
Key Duties	Desirable Skills/Attributes
<p>Covid Safety Plan</p> <p>Using Microsoft Word:</p> <ul style="list-style-type: none"> ➤ Keep abreast of the most recent ACT Health Directions, Basketball ACT's Covid Protocols and any specific training venue requirements. ➤ Update the club's Covid Safety Plan to ensure it complies with the most recent ACT Health Directions, Basketball ACT's Covid Protocols and any specific training venue requirements. ➤ Provide the plan to the Communications Officer for disseminating to club members. <p>Covid Supplies</p> <ul style="list-style-type: none"> ➤ Purchase and disseminate Covid kits (hand sanitiser and antibacterial wipes) to coaches/managers for all team/squad training. <ul style="list-style-type: none"> ○ The Treasurer and the Secretary and/or President will need to approve all purchases. ➤ Maintain a small stock of hand sanitiser and antibacterial wipes to replenish at short notice. ➤ Seek the Secretary's assistance to contact team coaches/managers to replenish Covid kits periodically. Mana ➤ Manage the club's Covid inbox. 	<p>This role would suit a person with the following skills:</p> <ul style="list-style-type: none"> ✓ Excellent research and written communication skills ✓ Attention to detail and reliability ✓ Good interpersonal skills ✓ Purchasing and stock tracking <p>No experience or knowledge of the club or basketball is necessary.</p> <p>Time Commitment</p> <p>The time commitment for this role will depend on the incumbent but at a minimum it requires:</p> <ul style="list-style-type: none"> ➤ 1 hour each time to revise the plan when the ACT Health Directions change. ➤ 1-2 hours bi-monthly to organise and disseminate Covid kits supplies.