



# LEAGUE MANAGER

## ROLE DESCRIPTION

## CONTACT

0451 989 586

[info@lovenetball.com.au](mailto:info@lovenetball.com.au)

[www.lovenetball.com.au](http://www.lovenetball.com.au)

## TO APPLY

Please email your resume with a cover letter, addressing each of the selection criteria by 5pm Friday 14th April.

Interviews will commence  
18th April

## THE ROLE

Love Netball is a growing netball organisation based in Bondi. We are seeking a highly motivated individual to provide 'Game Day' administration and support to our players.

You will be a key member of the Management Team, tasked with coordinating all the operational elements that ensure our leagues are delivered seamlessly and with a smile!

There is a mixture of home based work and Game Day Supervision all year round. Our leagues currently run on Tuesday and Thursday evenings, and Saturdays.

## HOME BASED WORK - APPROX 5 HOURS PW

- Manage that all score sheets and sign in sheets are printed and available for game days
- Wash bibs
- Stock take and manage the First Aid Kit
- File and keep accurate records of game scores and who played
- Respond to player inquiries
- Work closely with the Administration Office team to ensure communications are delivered and information obtained from players at game day
- Attend weekly conference call with Management Team



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## GAME DAYS - SEASONALLY BETWEEN 10 AND 20 HOURS PER WEEK

- Set up and pack up tent
- Set up and pack up lollies, drinks, snacks as required
- Sell these items, collect cash and retain for hand over to Director
- Ensure the amenities (toilet) building is unlocked
- Sign in all players
- Respond to player inquiries
- Ensure teams have bibs and a ball
- Ensure games are timed correctly
- Issue and collect score cards
- Register players who 'turn up' unexpectedly
- Collect casual player fees
- Enter scores into game duty report as they come in
- Check sign in sheets for unregistered players
- Respond to Facebook comments regarding wet weather
- Respond to PM Messages via Facebook regarding games and wet weather
- Full responsibility for managing wet weather cancellations
- Post images and video to Facebook and Instagram from time to time
- Build a strong relationship with the Directors and Umpires Convenor
- Foster a friendly and caring relationship with the local residents
- Build a strong and supportive relationship with the Council's Rangers and office staff.
- Provide First Aid and ensure all first aid incidents are fully reported.



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## SELECTION CRITERIA

- Highly motivated and reliable
- Team Player
- The ability to identify improvements, make suggestions and implement them
- Friendly, approachable and fun
- Highly organised
- A background in reception within a sports club or gym environment highly desirable
- Confident with rules, regulations, and supporting player safety.
- Must hold a current First Aid certification, or obtain one within 3 weeks of being hired
- Be an Australian Resident.
- Have own transport
- Basic computer skills

## REUMERATION

A Permanent Part-Time Salary package of up to \$25k per annum will be offered to the right candidate depending on skills and experience.

Packing Includes:

- Superannuation
- 4 Weeks Paid Holidays (ideally taken during 'no netball' weeks in School Holidays)
- The flexibility to negotiate up to 6 weeks paid holidays based on meeting performance targets
- Opportunities to earn additional income through coaching at school holiday workshops