

## Position Description

**Position Title:** Operations Coordinator

**Organisation:** Ballina Netball Association (BNA) – Ballina NSW

**Employment Type:** Casual (approx. 10-20 hours per week, variable)

**Remuneration:** \$35 per hour

**Commencement:** Term 1 2026

**Hours comprise:** 10 – 20 hours per week;

**Twilight Comp:** Mondays 4:30pm – 8:30pm (terms 1 and 4) – Ballina Netball Courts

**Indoor Comp:** Thursdays 5:30pm – 9:30pm (terms 1, 2, 3, 4) – BISC

**Winter Comp support:** Flexible 2 – 4 hrs per week (term 2 and 3) – work from home and stock canteen

**Other Administration:** Flexible 2 – 4 hrs per week – work from home

### 1. Organisation Background

The Ballina Netball Association (BNA) is a welcoming and inclusive community-run organisation dedicated to promoting netball in the Ballina region. Operating social and performance competitions across all ages and skill levels, BNA provides development pathways for coaches, umpires and high-performance athletes. The association's Saturday winter, indoor and twilight competitions reflect its broad offering of playing and volunteering opportunities. The successful candidate will work alongside the President and committee to support the smooth operation of BNA's competitions, programs and volunteer workforce.

### 2. Position Purpose

To coordinate key operational functions of BNA, ensuring efficient rostering of umpires, canteen operations, volunteers, and coaching clinics; to supervise and manage on-site competition operations across Winter, Indoor and Spring competitions; and to support the President and executive committee with general administrative tasks and event coordination.

### 3. Key Responsibilities

The role will encompass, but not be limited to, the following:

#### On-Site Evening Competition Supervisor (4 – 8 hrs/week depending on season)

- Serve as the key on-site supervisor for BNA's evening competitions; Indoor during each term of the year and Spring/Twilight during Terms 1 and 4. This includes; printing scoresheets, set up and pack up venue, submitting scoresheets to registrar and/or entering scores.
- Ensure matches commence on time, timekeeping (for Twilight), resolve on-court issues or disputes, liaise with umpires if necessary, ensure first aid and safety procedures are in place, and manage communications to participants.
- Assist with the finals series management (venue preparation, volunteer coordination, awards) and ensure

a positive experience for all participants.

- It is expected that other administrative tasks listed below can be undertaken whilst supervising competitions

#### Umpire Roster Coordination (approx. 2 – 4 hours per week)

- With the support of the Umpire Coordinator; liaise with umpires to prepare, maintain and publish umpire rosters for each competition round (Winter Competition, Indoor Thursday, Spring/Twilight).
- Monitor attendance and prepare timesheet for Treasurer to remunerate umpires.

#### Canteen Administration Coordination (winter season: approx. 2 – 4 hours per week)

- Work with the Canteen Coordinator, committee and other volunteers (including Clubs/Teams) to prepare, maintain and publish volunteer rosters for canteen duties for each competition round for the Winter Competition, Carnivals and other events. Provide orientation/training information for new volunteers, ensure rosters are communicated in a timely manner and manage contingency cover for absentees.
- Work with the Canteen Coordinator to maintain and manage stock; liaising with suppliers, placing orders, receiving deliveries, purchasing stock and at times stacking fridge etc.
- Provide administrative support to the Canteen Coordinator to prepare and print menus.
- Support the Canteen Coordinator to ensure compliance with food safety and hygiene standards and maintain a welcoming canteen environment, including scheduling cleaning and pest control services.

#### Committee Roster Coordinator (average < 1 hour per week)

- Work with the committee to prepare, maintain and publish clubhouse duties rosters for the Winter Competition as well as any carnivals, fundraising or other events hosted by BNA.
- Track volunteer hours to support and encourage an equal balance and encourage longevity in committee members.

#### Coaching Clinics Coordination (<1 hour per week, up to 8 hours per week during event)

- Work with the Coaching Coordinator to Plan, liaise and coordinate Holiday and After-School coaching clinics.
- Schedule venues, roster coaches, manage registrations, provide administrative support to promote the clinics and ensure logistics (equipment, supervision, safety, refreshments etc) are in place.
- Where possible and agreed, attend events to assist in monitoring attendance and providing on-site support.
- Manage and receive feedback, and report outcomes to the committee.

#### General Administration (1 hour per month, additional agreed)

- Co-ordinate a monthly newsletter with assistance from executive committee and distribute.
- Provide administrative and operational support for additional events/projects, as agree.

## **4. Key Relationships**

Reports to: President of BNA

Works closely with: Umpire Coordinator, Coaching Coordinator, Treasurer, Clubs' contacts, Venue staff

Liaises with: Umpires, Coaches, Volunteers, Club Representatives, Suppliers (canteen), Venue management

## 5. Skills, Experience & Attributes

Essential:

- Strong organisational and time-management skills.
- Access to own laptop/device and own wifi/internet.
- Excellent communication skills (verbal, written).
- Ability to work independently.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and comfortable using database/roster systems.
- Strong customer-service orientation and understanding of volunteer-based community sports environments.
- Demonstrated reliability, proactive mindset and commitment to the values of our inclusive netball community.

Desirable:

- Previous experience in sports administration, events coordination, or volunteer workforce management.
- Knowledge or interest in netball competitions, umpiring, coaching or club activities.
- Experience in roster management tools and event logistics.
- Understanding of food safety standards (for canteen).
- Experience working in a club/association context.

## 6. Work Hours & Remuneration

Casual role: average 10–20 hours per week (variable according to competition rounds, clinic periods and event peaks, plus additional hours for agreed projects).

Remuneration: \$35/hr, paid on ABN invoice.

Hours to be negotiated and scheduled in consultation with the President, with flexibility required for evening or weekend work.

Equipment provided; a mobile phone will be provided,

## 7. Location & Resources

Work locations include; BISC, Ballina Netball Courts and work from home. Access to BNA phone and software. Must supply own computer and have access to own motor vehicle.

## 8. Performance & Review

The role will be reviewed by the executive committee after 3 months, based on metrics such as roster accuracy, volunteer fill-rates, clinic participation, operational smoothness, and contribution to BNA's strategic goals of community, inclusivity and sustainability.

## 9. Application Process

Interested candidates should submit:

- A cover letter outlining suitability and interest in the role.
- A resume (maximum 2 pages) highlighting relevant experience and skills.
- Contact details of two referees.

Applications should be sent to: [secretary@ballinanetball.com.au](mailto:secretary@ballinanetball.com.au)

Ballina Netball Association is an equal-opportunity employer and welcomes applications from all backgrounds including Aboriginal and Torres Strait Islander people, people with disability, and people from culturally and linguistically diverse backgrounds.