

MAITLAND CITY SOFTBALL CLUB INC

JOB DESCRIPTION FORM

REP COORDINATOR

The Rep Coordinator is responsible for the growth and development of coaching, scoring and umpire accreditations and junior representatives of the Maitland City Softball Club Inc.

Responsible to:

The Rep Coordinator is directly responsible to the President and the members of Maitland City Softball Club Inc.

Responsibilities and Duties:

The Rep Coordinator should:

- Ensure compliance in the areas of relevant policy such as working with children checks and other accreditations for all representative team officials
- Be the point of contact for all club members and parents for all representative enquiries
- Liaise with NDSA and/or SNSW board member/S and communicate all necessary information back to our Club members
- Encourage junior representatives to nominate for representative teams
- Keep committee members informed as developments arise and updates are scheduled
- Support the Technical Development Officer as and when required
- Promote our Club's Mission, Purpose and Values

Knowledge and Skills Required:

Ideally the Rep Coordinator is someone who:

- Is well organised
- Has good communication and interpersonal skills
- Can respond to enquiries quickly and effectively
- Is prepared and able to work to a strict timeframe with accuracy