



www.lnjsa.com

Job Title: Country Week Coordinator

The role of the LNJSA Country Week Coordinator is to coordinate all activities associated with entering LNJSA teams into the annual Country Week competition in Perth.

The Country Week Coordinator is supported by the LNJSA Secretary, LNJSA Registrar and LNJSA Treasurer.

Key Responsibilities & Duties:

- Develop and maintain a budget for all Country Week activities for that season
- Report to and attend Committee meetings regularly
- Work closely with the LNJSA Treasurer to manage income and expenditure related to Country Week
- Work closely with the LNJSA Secretary to disseminate information to players and Clubs and adhere to the Association's Constitution, By-Laws and other Policies where they relate to Country Week activities
- Work closely with the LNJSA Registrar to manage player registrations for Country Week activities
- Serve as a spokesperson for the Association in respect to Country Week activities
- Promote Country Week to players, parents and Clubs
- Ensure the safety of players within their care at all Country Week events and meetings at all times in accordance with any Child Safety policies and procedures the Association has in place in addition to legislative requirements applicable

Desirable Attributes:

The Country Week Coordinator should:

- be well informed of all Association activities in respect to Country Week
- be a person who can develop good relationships internally and externally
- be highly organised, efficient and able to multi task
- have a knowledge of bookkeeping in order to effectively and competently manage the receipt of player fees and the payment of expenses in relation to Country Week
- have a good working knowledge of the Association's Constitution, By-Laws and other policies as they relate to Country Week activities
- be able to work collaboratively with other Committee Members, parents, players and volunteers who are involved with and assist in Country Week activities
- be a good role model and a positive image in representing the Association at events and meetings
- seek sponsorship and grant opportunities to assist the funding of the Country Week event

End of year hand over

Updating key documents

At the end of each year a key activity of the Country Week Coordinator will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the LNJSA Secretary prior to the Annual General Meeting each year.



www.lnjsa.com

Induction of the incoming Country Week Coordinator

An important responsibility of outgoing Country Week Coordinator is to train, mentor and support the incoming Country Week Coordinator. This 'handover' period typically would be during the two months following the end of the season (31st October).

Remuneration:

This position attracts a one-off payment, which will be paid following approval by the Committee before the end of the Financial year (ie. 31st October).