Bacchus Marsh Little Athletics Centre

Position Description

Position Title:	TRACK AND FIELD

Purpose of position:
Responsibility of this role is to compile a competition schedule of all events for the season ahead. The schedule will consist of several programs.

This position is also responsible to determine any variation to the programs on the day and what action to take in regards to inclement weather.

Ensure all relevant support personnel and appropriate equipment is available for each of the programs and has the authority to manage athletes with behavioural issues.

Compulsory Requirements:

- Current WWCC (or exemption as serving Police Officer or Registered as a working teacher with a current VIT registration).
- Signed Child Safe Code of Conduct.
- Undertakes the role in good faith and honesty at all times.
- Act in the best interests of the Centre at all times.

Desirable Attributes:

- Understanding of all athletic events.
- Time tabling or scheduling skills.
- Sound communication skills.

Specific duties include but are not limited to:

- Planning, organising and co-ordinating the conduct of competitive athletic activities at the Centre.
- Delivery of the weekly program.
- Prepare the annual competition calendar for review and approval of the Centre Committee.
- Work with the Official Officer with regards to Paren Duty Roster for the season.
- Monitoring and adjusting the program when required.

The estimated time commitment required as the Competition/Program Coordinator is up to 5 hours per week.