

POSITION TITLE	Event Assistant (Maitland)
EMPLOYEE	Vacant
RESPONSIBLE FOR	Supports the delivery of Hunter Volleyball competitions and programs in accordance with Hunter Volleyball's values and policies
EMPLOYER	Hunter Volleyball Inc (HV)
LOCATION	Maitland High School, Pierce Street, East Maitland
REPORTS TO	Operations Manager
EMPLOYMENT	Fixed Term Contract
AWARD	Sporting Organisations Award 2010 - Clerical & Administrative Staff

ORGANISATION SUMMARY

Hunter Volleyball Inc. is undergoing exciting growth across the Hunter Valley with Participation Hubs in Lake Macquarie, Newcastle and most recently, Maitland. We are strategically growing the sport across all ages and expanding our delivery from indoor, to beach and park volleyball experiences. Now is the time to get involved, develop your career in competitions and sport programs administration, and be a significant contributor to our association's growth and nurturing of volleyball communities throughout our region.

POSITION SUMMARY

This role will require a proactive and engaging candidate to support our delivery of a thriving portfolio of junior development programs and adult recreational competitions. Reliable administration skills, personal time management, and practical experience and a love of engaging with members of the community are essential.

You will report to our Part-time Operations Manager and be supported by dedicated Committee members to successfully achieve the requirements of this role, ensuring successful event delivery occurs in service of our members.

The current programs and competitions to be supported by this role based in Maitland are:

1. Triple Ball modified junior competition;
2. NEW Women's social competition; and
3. Mixed Adult Recreational Competition.

It is essential that the successful candidate can operate autonomously with limited direct supervision, while maintaining a clear service orientation and demonstrating the positive and inclusive culture of the association. The successful candidate will be mentored to maximise available resources in delivering exceptional participation experiences. Experience in volleyball is highly regarded, however demonstrating a willingness to learn new skills and grow within the community will be highly regarded and valued.

As volleyball continues to grow we are interested in meeting candidates keen to develop in this role as a stepping stone to a future career in sports administration, game development and event management.

KEY FUNCTIONS, RESPONSIBILITIES & OUTCOMES

With support from the Operations Manager, the Event Assistant (Maitland) is responsible for:

JUNIOR MODIFIED COMPETITION

- ❖ Hosting the **Triple Ball** modified junior competition on Monday and Wednesday afternoons, between 4.30-6.30pm both days.

ADULT RECREATIONAL COMPETITIONS

- ❖ Hosting the **Women's Social Competition** (Monday) and **Mixed Recreational Competition** (Wednesday) between 6.30-9.30pm both evenings.

GENERAL PORTFOLIO REQUIREMENTS

Activities to be delivered for across the portfolio of weekly competitions, junior programs and social tournaments include:

- opening and closing the venue, holding and securing the assigned Venue keys;
- setup and packdown of equipment required for programs to be delivered;
- inspection of the venue to identify any hazards prior to programs beginning, and removal of any rubbish at the end of the day's activities;
- being the first point of contact for Coaches, team captains and spectators;
- checking in junior players and administration of the competition results via RevSport Competition Management App;
- monitoring the quality and condition of equipment, ensuring the safety of players is paramount, and reporting items requiring attention to the Committee;
- overseeing player / spectator attendance, administering basic first aid if required, and reporting any exceptional matters to the Operations Manager as required;
- ensure injuries are recorded on the approved Injury Report Form and filed for insurance purposes, as instructed by the Operations Manager;
- prepare and present an end of season Venues Report for the Committee
- Content creation for the Website and Social Media channels relevant to the portfolio; and
- Any other reasonable tasks associated with competition and program delivery or venue supervision as requested by the Committee from time to time, within the skillset and experience of the employee.

SELECTION CRITERIA

Selection and appointments will be assessed against the following selection criteria.

Essential

1. Experience as an event coordinator or similar role administration / customer service role;
2. Intermediate experience using Google Applications (Drive, Docs, Sheets, Forms);
3. A valid Working with Children Clearance;
4. Reliable organisational and time management skills;
5. Effective interpersonal skills and written and verbal communication skills that can be adapted for various audiences;
6. Demonstrate a personal commitment to ensure personal safety and the safety of others;
7. Reliable personal transport

Highly Desirable

8. Current 'Apply First Aid' Certificate.
9. Awareness of safe work environment principles and ensuring Workplace Health and Safety requirements are followed.

KEY RELATIONSHIPS

Reports to:

Operations Manager

Key Internal Liaisons:

Hunter Volleyball President & Committee

Key External Liaisons:

Community Members

EMPLOYMENT CONDITIONS

- The role is Casual up to 10 hours per week, and is paid fortnightly
- This fixed term contract operates on a Term by Term basis, within NSW School Term Dates
- Rostered afternoon and evening work forms the basis of this role (Mondays and Wednesdays)
- Award Rates will be paid under the Administrative & Clerical Staff classification of the Sporting Organisation Award 2010 and the National Employment Standards
- A probation period of one month will apply to this position.
- A uniform is provided.

APPLICATIONS

- Please provide a Letter of Application addressing the Selection Criteria and your CV to Hunter Volleyball's Secretary, Zack Stayman, via email secretary@huntervolleyball.com.au.
- Applications close at **4.00pm Friday 27th June 2025**, however Hunter Volleyball may seek to progress to interview upon receipt of applications. Applicants are encouraged to apply promptly.

2025 PROGRAM DATES

Term 3	Mondays	Wednesdays
	21 July - 22 September (10 weeks)	23rd July - 22 September (10 weeks)

**Venue access may be impacted at short notice from the School during the Term. As a Community Hirer, Hunter Volleyball cannot change this, and consequently program cancellations may occur at short notice.*