



# Mountain Creek Netball Club

<b>Carnival Coordinator</b>	
Position Type:	Voluntary
Reports To:	MCNC Executive Committee
Position Length:	1 Year (From AGM to AGM – approx. September to September).
Availability:	Sign-on, grading days, Saturdays, and some evenings.
Certifications Needed:	Current Blue Card (working with children check).

<b>General Description / Responsibilities</b>	
Job Purpose:	To help organise all the carnivals MCNC teams can attend throughout the season. This includes letting teams know which carnivals are coming up, registering them to attend, and making sure everything runs smoothly on the day.
Job Responsibilities:	<p>The responsibilities of the club Carnivals Coordinator are:</p> <ul style="list-style-type: none"> <li>• To be well informed of all organisation activities.</li> <li>• Connect with other local associations to determine when each association will be holding their club carnivals for the current season.</li> <li>• Report back to the Executive Committee with carnival dates and which teams are registered per carnival.</li> <li>• Connect with Coaches and Managers to ensure they are well informed of carnival event details.</li> </ul>
Specific Roles:	<ul style="list-style-type: none"> <li>• Contact Coaches and Managers to share upcoming carnival opportunities once dates are confirmed.</li> <li>• Collect team nominations and register them through the correct association pathways.</li> <li>• Liaise with the Treasurer to organise carnival registration payments.</li> <li>• Work with the Umpire Coordinator to arrange umpires for each carnival.</li> <li>• Coordinate with the Executive Committee to promote carnivals via social channels.</li> <li>• Check in with the Executive Committee to assist with any other tasks as needed.</li> <li>• Be available and responsive via email throughout the season.</li> <li>• Be available for all club events including sign-on day, grading days, all Saturdays, and Club Break Up.</li> <li>• Be available all day on BBQ day and photo day to assist committee.</li> </ul>
Carnivals Coordinator Capabilities:	<p>The individual taking on Carnivals Coordinator will require:</p> <ul style="list-style-type: none"> <li>• Strong communication and interpersonal skills.</li> <li>• Ability to function in a team environment with evenly distributed responsibilities.</li> <li>• Proficient time management skills and the ability to work to a deadline.</li> <li>• Well-developed decision-making skills and be receptive to change.</li> <li>• Understand how to separate personal interest and association matters so to always act in the best interest of the organisation.</li> <li>• Dedication and a good role model to the community and committee.</li> </ul>

