

Are you the perfect fit for this part time role?

- you are passionate about netball and enjoy interacting with children
- you are free to work on Saturdays plus an extra hour or two each week from home
- you are well organised, have excellent interpersonal skills, and are confident working with spreadsheets and Google docs

MK is open for this to be a 'job share' situation, where one person does the morning shift from 8am-midday, and a second person does the afternoon shift from 11:45am-3:45pm.

If this sounds like you, we have a part-time, contract role available for approximately 108 hours for one person (or approximately 54 hours if the role is shared between two people) from mid-June to late September 2017.

About Motu Kairangi

Motu Kairangi Netball is a satellite of **Netball Wellington Centre** and provides the opportunity for primary and intermediate schools of Southern and Eastern Zone schools to participate in Netball.

Year 5 to Year 8 netball is run during the winter school terms 2 and 3, and Year 1 to Year 4 during summer school terms 1 and 4. This position is for the Winter Season - Terms 2 and 3. There is no play on the middle and last weekends of the July school holidays.

All games are played on a Saturday at the Evans Bay Intermediate School Netball Courts, Tacy Street, Kilbirnie.

Why we need a Saturday Netball Coordinator

A Saturday Netball Coordinator would provide a constant and consistent point of contact for parents, players, umpires, managers and coaches.

The coordinator will uphold the values, vision and objectives of Motu Kairangi netball which are to:

- foster and promote learning, enjoyment, fair play and positive sporting attitudes through playing netball in a seasonal competition for school children, from Year 1 to Year 8, in the central, eastern and southern suburbs of Wellington.
- foster and encourage umpiring, coaching and administration of netball
- recognise the achievement of all participants
- encourage the coaches and parents to follow the fair play codes as outlined in this Handbook

The coordinator will refer to and implement the rules as set out in the Motu Kairangi Handbook and Rules.

We need someone to be based at our portable office at the Evans Bay Intermediate School Netball Courts each Saturday of the winter netball season between 8:00am and approximately 4pm.

Outline of Saturday Netball Co-ordinators Role

This outline is not intended to cover everything that may from time to time be required in the role, and it is expected that any other reasonable requests made by the MK management committee will be carried out.

1. Open up at 8am, which includes:-

- Unlock gate, EBIS school toilets & Motu Kairangi container.
- Co-ordinate with the school volunteers who bring the BBQ supplies to the court (sausages, bread and ice) and who will arrive at the court by 8:30am.
- Instruct court control school volunteers who will arrive at 8:30am.
- Instruct duty team school volunteers who will arrive at 8:30am.

NOTE: refer to the Motu Kairangi (MK) Netball Handbook and Rules clauses 5 and 6 for a full description of the Court Control and Duty team tasks.

2. Handover of court control and duty team volunteers at midday, if different schools are on those duties.

3. Close up container and courts, which includes:

- Instruct duty team volunteers on tidy up tasks as per the MK Netball Handbook and Rules clause 6.
- Locking school toilets, container and gate.

4. General duties during the day

- Supply bibs and take bond for the bibs – bond returned when bibs returned.
- Supply ice/first aid kit (basics only).
- Write down queries in red book where not able to be dealt with immediately - items that require MK committee attention.
- Monitor supply of umpire tests.
- Keep inventory of supplies left in the container at the end of the day.
- Answer general queries, referring to the MK Netball Handbook and Rules where necessary, and refer issues to Duty Umpire or MK Committee member.

5. Other duties

- Email inventory of supplies left in the container to the Supplies Co-ordinator.
- Report back to Motu Kairangi Committee meetings – meeting dates to be advised, usually 4 or 5 per season.

To apply, please email a CV and covering letter outlining your skills and experience to the MK Secretary (mknetball@gmail.com) **by Friday 9 June 2017.**