



## MOUNTAIN CREEK NETBALL CLUB

CARNIVAL COORDINATOR	
<b>Position type:</b>	Voluntary
<b>Reports to:</b>	Executive Committee
<b>Commencement date:</b>	28 November 2013

GENERAL DESCRIPTION & ROLES AND RESPONSIBILITIES
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- Keep a current list of all club carnivals and distribute as required
- Organise the dispatch of club carnival nomination forms
- Forward nomination forms to carnival organisers and arrange payment for these with MCNC Treasurer
- Submit to the Executive, Carnival dates for ratification. Organise paperwork in conjunction with Secretary
- Submit reports to the Executive as requested
- Perform other duties as requested by the Executive

ADDITIONAL INFORMATION
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**Qualifications and Education Requirements (if any)**

Hold a current blue card or be able to obtain one within a reasonable time of accepting the position

**Preferred Skills**

- Strengths in written and oral communication
- Strengths in organisation and record-keeping
- Ability to function in a team environment with evenly distributed responsibilities
- Ability to create/source and implement organisation's administration and management requirements
- IT competency – familiar with basic operating systems, Microsoft Office, internet and email
- Where necessary, has appropriate training, accreditation or qualifications to ensure their responsibilities are carried out within the organisation
- To acknowledge the requirement for separation of personal interests and Club matters, and act in the best interest of MCNC at all times whilst in the assigned role