

WAFDA Development Officer – Job Description

Development Officer

Job Description

Summary

The Development Officer is responsible for the execution of the Western Australian Flying Disc Association's (WAFDA) coaching development proposal to increase the number of qualified coaching staff in Western Australian Schools and the greater community.

Responsible To

The Development Officer is directly responsible to the President of the WAFDA and WAFDA Board.

Tasks

The Development Officer should:

- develop marketing resources to promote Professional Development days to primary and secondary school teachers;
- compile and update a contact database for all schools in Western Australia (WA);
- assist the Youth Development Officer in running a School's Gala Day;
- identify opportunities for course delivery development;
- identify and assist in the organisation of training and educating of school teachers in delivering Ultimate in WA Schools;
- submit monthly reports to the Board;
- provide a monthly task list and timesheet to the Board;
- organise and present Beginner Coaching: Ultimate Frisbee Professional Development days;
- coordinate coaches from around WA to provide coaching services to organisations who have requested coaching;
- assist in the training and development of Beginner and Level 1 Coaches in WA;
- identify and pursue grant opportunities to increase awareness and improve access to Ultimate coaching development; and
- assess and accredit successful participants with Beginner Coaching: Ultimate Frisbee as per WAFDA's course curriculum.

Benefits

Being the WAFDA Development Officer is an opportunity to contribute to the coaching development within Ultimate across Western Australia. The WAFDA Board is a friendly, dedicated team who welcomes new members.

- One hundred percent (100%) of expenses (e.g. administration and training) related to the role of Development Officer;
- Access to training, development workshops and seminars;
- Opportunity to attend the AFDA Coaching Development opportunities; and
- Opportunity to work in a positive and encouraging environment.

Essential criteria

- Be a member of the WAFDA and abide by its policies;
- knowledge of the WAFDA operations, rules and policies in relation to coaching development;

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- hold a current National Coaching Accreditation Scheme Level 1 in Ultimate Frisbee;
- have access to internet, email, web, MS Word, MS Excel or equivalent/compatible;
- can communicate effectively and has good interpersonal skills;
- is positive, enthusiastic and well organised;
- is able to work independently and remotely with supervision over email/phone; and
- complete exit interview and volunteer feedback survey.

Appointment terms and conditions

- Appointed initially on a six month contract, subject to review and extension on an on-going basis at the end of that period; and
- minimum two weeks notice to be given by either party upon exit during initial six month period, four weeks notice after that

Remuneration

- \$22.50 per hour plus 9% super (the role has been assessed against the NSW Clerical and Administrative Employees Consolidated (State) Award (135) as a Grade 3 casual position and salary shall exceed that award ($\$20.31 + \$1.70 = \$22.01$ per hour as of 31 July 2008);
- casual employment – no holiday or sick leave;
- ten (10) hours per week;
- The AFDA charges a 10% markup and bills the WAFDA quarterly;
- The WAFDA Development Officer is covered under the AFDA's workers compensation policy as an AFDA employee;
- timesheets are sent to Simon Wood at the AFDA and a copy submitted to the WAFDA President;
- in the first two (2) months it is anticipated that a significant commitment of up to 15-20 hours a week will be required to establish the coaching development proposal, design resources, create the database and determine priorities; and
- following this time a commitment of up to ten (10) hours a week would be envisaged for the term of election.

Performance review

- The WAFDA Committee will conduct a performance review every 6 months; and
- an exit review will be conducted by the Board and a reference provided if appropriate.