



POSITION DESCRIPTION

HUB COORDINATOR – KICK-ON FOR WOMEN

JOB TITLE:	Hub Coordinator – Kick-On for Women
DEPARTMENT:	Community Football
LOCATION:	
REPORTS TO:	NNSWF Kick-On for Women Project Officer
START DATE:	Oct 2019
END DATE:	Dec 2019
TYPE:	8 Weeks Casual employment

PURPOSE OF ROLE

To create a community for females that supports the values of the Kick-On for Women program; to engage participants in a positive and encouraging environment; to lead hub facilitators by example; to coach participants through 45 minute session as outlined in session plan; deliver a program that is fun and encourages all levels of skill/ability.

KEY AREAS OF RESPONSIBILITY

- Work with the NNSWF Kick-On for Women Project Officer to attract participants to the program
- Create an environment that is consistent with values of Kick-On for Women (Friendly, Positive, Energetic, Inclusive)
- Demonstrate clear communication and positive engagement with participants and facilitators
- Manage Facilitators and participants
- Deliver an effective session as outlined in the session plan provided
- Ensure instructions are clear and appropriate education of exercises/skills/games provided
- Engage participants in the session's activities
- Implement NNSWF's wet weather and heat plan for hub;
- Report safety issues/incidents/accidents
- Set up/pack down of venue & program
- Provide attendance reports & session feedback
- Promote completion of evaluations and feedback surveys by participants
- Engage with major Stakeholders including Schools, Member Zones, Member Clubs, local councils and women's services as necessary

KEY OUTCOMES

- Positive and engaging environment
- X% of participants will be satisfied with the delivery of the program as identified through the program evaluation survey
- Retention rate of participants from term to term/progress of participants to other forms of football

KNOWLEDGE, BEHAVIOUR & SKILLS REQUIRED

- Excellent communication skills
- Understanding of female participation issues and challenges within community sport
- Proven experience working in community sport and women in sport
- Strong interest in engaging women in positive health initiatives
- Appropriate accreditation, Kick-On for Women Facilitators Certificate
- Desired - Knowledge of football within Northern NSW

MAJOR INTERACTIONS

- Northern NSW Football Project Officer
- Program participants
- Facilitators
- Coordinators from other hubs
- Local Football clubs
- NNSWF Female Participation Officer

UNIQUE CRITERIA

- Flexible hours, evening work, access to technology
- Ability to store hub equipment
- Complete program specific training

Employee Signature:

Date:

Manager Signature:

Date:

Last Reviewed:
