



## POSITION DESCRIPTION

POSITION TITLE	Sport Administration Assistant (Trainee)
RESPONSIBLE FOR	Provide administrative functions and high quality support to the CEO and other staff as directed
EMPLOYER	Water Polo SA
LOCATION	443 Morphett Road, Oaklands Park SA 5046
REPORTS TO	Chief Executive Officer
EMPLOYMENT	Full-time Traineeship (12 Months)
AWARD	Miscellaneous Award 2010 ( \$20,772 to \$31,886 depending on number of years out of school)
QUALIFICATION	Certificate III in Sport & Recreation on successful completion

### Key Responsibilities

#### General administrative support and customer service

- Answer telephone and/or email enquiries and refer on to the correct department
- General word processing and other computer work as required
- Maintain website and social media pages with current information under the assistance of office staff
- Maintain and update membership database
- Assist staff with administration duties as directed
- Assist with the updating of current policies and procedures
- Assist with preparing and planning of the Water Polo SA presentation night, including trophy and certificate organisation
- Assist with the production and distribution of a monthly newsletter

#### Competitions and other events

- Assist the Competitions Manager to deliver high quality competitions and events
- Assist with flyers, nominations, draws and results
- Communicate clearly and timely with schools, clubs, coaches and participants regarding various matters
- Look for any new opportunities for growth, development and improvement
- Assist with pool and room bookings at both Adelaide Aquatic Centre and SA Aquatic and Leisure Centre
- Assist with Referee and Coach database maintenance
- Assist with travel bookings and other state team booking requirements

#### Come n Try School Programs, School Holidays and Sporting Schools programs

- Actively promote the Sporting Schools Program using a variety of methods

- Promote Water Polo as the sport of choice for schools
- Assist with building the depth of coaches and develop current coaches to ensure all programs can be delivered in a timely manner and to a high standard
- Implement agreed strategies to grow the Sporting Schools Program and other schools programs and transition participants into other WPSA programs
- Ensure programs are delivered to the highest standard and feedback is received and reviewed

To perform competently in this position, the successful applicant will be expected to demonstrate capability, skills and show development in the following areas;

- **Customer Service**  
Be professional when dealing with customers and key stakeholders and show a willingness to deliver a high level of customer service.
- **Organisational Skills**  
Display exceptional organisational skills and show the ability to plan ahead and meet deadlines.
- **Administration and Technical Skills**  
Display excellent administration and communication skills (verbal and written). Demonstrate effective use of the Microsoft Office Suite and learn software applications as required by Water Polo SA. Accurately and efficiently process documents, manage data and process information.
- **Team Participation**  
Be an enthusiastic and vibrant member within the Water Polo SA staff team and the Water Polo SA wider community. Work to build positive relationships and work collaboratively with Schools, Clubs, and other stakeholders.  
Be willing to work some out of hours work as required.
- **Work Quality and Initiative**  
Take personal responsibility for the high quality of work completed, including timely delivery and accuracy of information. Show personal initiative and the ability to problem solve.
- **Continuous Improvement**  
Show a commitment to improve during the traineeship. Show a willingness to receive feedback and apply leanings.
- **Experience**  
In a similar role, ideally in the sports environment.

## Functional Tasks

- Effective communication, both verbal and written, including the creation of marketing materials, correspondence, customer service, telephone calls and emails.
- Effective management of timelines and administrative skills.
- Ensuring compliance with Water Polo SA Constitution, Regulations, Policies and Procedures.
- Provision of reports for the CEO and other management as required.
- Understand that there will be a need to perform some out of hour's work.
- Be an enthusiastic team member.

## Application Process

Applications must follow the outline provided below to be considered.

All applications must include the following;

- Cover letter
- Current Resume, including referee details

Applications must be submitted via email to [manager@waterpolosa.com.au](mailto:manager@waterpolosa.com.au)

Applications close **COB Monday 5 March** – late applications will not be accepted.

Please note: The preferred candidate will be required to complete a DCSI Working with Children's check and First Aid qualification

Working hours will be from Monday – Friday (8.00am – 4.00pm), unless otherwise negotiated as some outside ordinary work hours will be required. Time in lieu will be granted and hours will be flexible.

## Enquiries

If you would like further information regarding this position, please do not hesitate to contact:

Sarah Kelly  
Executive Officer  
Water Polo SA  
Email: [manager@waterpolosa.com.au](mailto:manager@waterpolosa.com.au)  
Telephone: 0412 075 807