

POSITION DESCRIPTION

POSITION TITLE	State Team Coordinator (Interstate, Pathway, Masters) - 1 position
REPORTS TO	Rowing SA Chief Executive Officer
COORDINATES WITH	<ul style="list-style-type: none"> • The State Team Selection Panel • State Team nominated coaches • State Team nominated athletes • State Team Manager • Masters Committee
EXPERIENCE AND QUALIFICATIONS	<ul style="list-style-type: none"> • Event management/Administration experience desirable • Working with Children Check • Demonstrated ability to communicate and work effectively with others • Knowledge of state level rowing/sport programs beneficial
POSITION PURPOSE	
<p>The State Team Coordinator is responsible for organising the logistics of training, racing, and selection events in conjunction with the State Team Selection Panel and all nominated persons. This role encompasses the Interstate, Pathway and Masters State Teams.</p> <p>The ST Coordinator will ensure clear and comprehensive communication between all key stakeholders to facilitate the most fair and productive platform for South Australian rowing State representatives to be successful.</p>	
KEY RESPONSIBILITIES	
<p>Specific Duties</p> <ul style="list-style-type: none"> • Be the secretary for the selection panel • Put together documents and minutes of meetings plus compile information for the Board • Liaise with clubs/schools to organise equipment for State Team training and racing • Manage and maintain equipment used for ST training • Support the State Team Manager organise the 2 State Team functions (Adelaide/Tasmania) • Organise uniform • Organise communication to selected and non-selected athletes <p>Additional Responsibilities</p> <ul style="list-style-type: none"> • Attend Selector, coach and athlete briefings and meetings 	
HOURS OF WORK	Hours required to fulfil the full duties and responsibilities are flexible and is expected to be 10 hours per week (varied), starting September 2020 – May 2021. This includes the requirement to attend meetings.
REMUNERATION	To be discussed with the successful applicant.