



Position Description

Position:	Competition & Events Coordinator
Reports to:	Chief Executive Officer
Key Relationships:	Board Members, Region Executives, Centre Executives and Members of the public.
Purpose:	<p>In accordance with the Strategic Plan, promote, foster and develop the participation in junior athletic competitions throughout metropolitan and country Victoria.</p> <p>To coordinate all State Events and competitions organised by LAVic (Little Athletics Victoria).</p>

Key Responsibilities:

1. Competition & Events Management

- Administer all State Competitions of LAVic, including venues, organising medals/trophies, equipment transportation, set up and pack up on event days, accommodation and meals when required
- Collection and collation of results for both Region and State events
- Liaise with Centre Team Managers
- Liaise with State Event officials
- Provide all pre event paperwork to Centres and Regions
- Liaise with all event stakeholders

2. Operations Administration

- Maintenance of all competition related stationery including logo, promotional items and programs
- Maintenance of all competition equipment where required
- Ensuring all equipment is certified and weighed accordingly under the competition rules of LAVic
- Control of all Centre uniforms. Approval and implementation of Centre uniforms
- Update and distribute Competition Regulations to all stakeholders

3. Records

- Maintain LAVic records along with VBP's (Victoria Best Performances)
- Submission and follow up of ABP's (Australia Best Performances)

NOTE: ***This position requires flexible hours, some weekend work and periodic travel across the State including the following.***

- Attendance at all State Championships events (5 per year).
- Attendance at Centrefest/Minifest/Gala Awards Dinner and Annual General Meeting
- Attendance at LAVic Competition Meetings (after hours)
- Possible attendance at other LAVic sanctioned events.

Salary:

Salary – Negotiable

Hours:

Full time – 8.30am – 5.00pm

Other Allowances:

LAVic staff will be reimbursed at the ATO rate for use of private motor vehicles used for work purposes. Staff must keep a log of all kilometres travelled.

Key Selection Criteria

- Event Management experience
- High organisation skills
- Qualifications in sports management
- Willingness to work hard and keep to tight timelines
- Excellent communication and public speaking skills
- High level of organisation skills
- A valid Driver's License and preferably a vehicle.
- Sound computer skills including an understanding of Word, Excel, Email, Registration systems and various IT functionalities
- Ability to work in a team environment
- Ability to work at a high pace

Applications are to be submitted in writing to employment@lavic.com.au by Friday 16 May 2014.