**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **First Aider** | | |
| **Reports to:** | Executive Committee | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer | | |
| **Time Commitment** |  | | |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia.  Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles.  The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. | | |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>  At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.  **Netball Victoria Commitment to Safeguarding Children & Young People**  Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability.  ​ | | |

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| **Primary Purpose of Position** |
| * To assist persons by providing first aid facilities/treatment and ensuring that the building is safe for users whilst offering the highest possible standards of customer service |

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| **Key Responsibilities** |
| * Provide basic first aid, as required, to players and staff * Liaise and co-ordinate first aid incidents with the Competition Supervisor and Umpire Coaches/Supervisors. * Contact and liaise with ambulance service, and other emergency services when required * To ensure that the first aid facilities are kept fully stocked and stock shortages reported * To assist in maintaining a safe environment for persons using premises * To co-ordinate the running, cleaning & provision of the First Aid room and its facilities * Ensure that all reports regarding first aid incidents are completed * Send Incident Form to the Competition supervisor |

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| **Knowledge, Skills & Abilities** |
| * Level 2 First Aid qualification * Excellent communication skills * Strong personal brand and integrity * Strong customer service skills * Ability to work independently * Ability to meet deadlines and manage time effectively |

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| **Other Requirements** |
| * Induction Training * Police Check * Working with Children Check * Other (please specify) |