



Department of  
Sport and Recreation



## POSITION DESCRIPTION – First Aid Coordinator

<b>Organisation:</b>	Mandurah Netball Association
<b>Job Title:</b>	First Aid Coordinator
<b>Position Type:</b>	Voluntary – Honorarium annually
<b>Reports to:</b>	Competition Coordinator President of <i>Mandurah Netball Association</i>
<b>Currently filled by:</b>	
<b>Commencement date:</b>	
<b>End date:</b>	
<b>Time Commitment:</b>	10-15 Hours per week

### POSITION REQUIREMENTS

#### Purpose

To manage any injuries that may occur and ensure that the *Mandurah Netball Association's* first aid kit is well-maintained

#### Knowledge/Skills

- Responsible
- Current First Aid Qualification
- Current Level 1 Sports Trainer Certificate or higher
- Good organisational skills
- Positive and enthusiastic attitude

### RESPONSIBILITIES AND DUTES

- Ensure the first aid kit is always stored in its designate position
- Ensure ice is available on playing days
- Report any relevant information to the Committee
- Report the need for equipment replacement or upgrades
- Complete an inventory of the first aid kit on a weekly basis and ensure new supplies are ordered when required
- Refer all injuries to a medical expert for diagnosis and treatment
- Maintain privacy and dignity of all attending for assistance
- Ensure each injury is recorded in the *Mandurah Netball Association* injury booklet.  
Information should include;
  - The date and time of the injury
  - The name of the injured person
  - The date and time of treatment
  - Brief summary of the treatment
  - Brief note on cause of injury
  - If attending for strapping record name of person and strapped area
  - Record if an ambulance was required
  - Record if/when the parent or guardian took control of treatment
  - The name of the person giving the treatment



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#### ADDITIONAL INFORMATION

##### Required Checks:

- Qualification Check
- ID Check
- Working With Children Check
- Volunteer Police Clearance

##### The opportunity to:

- Work as part of team dedicated to the growth and development of *Mandurah Netball Association*
- Meet and network with other volunteers and industry professionals
- Use one's skills in a positive, engaging and challenging way
- Work as part of a group of people dedicated to the development and longevity of *Mandurah Netball Association*

##### Reimbursement of Out-of-Pocket Expenses

(subject to advance authorization and presentation of receipts)

For further information regarding this position please contact

*Mandurah Netball Association*

Email : [mna@bigpond.net.au](mailto:mna@bigpond.net.au)

Phone : 089581 5054

*Please note the Office is only attended Monday and Friday from 10am-2pm*