



DVCA Junior Girls Cricket Coordinator

Position Description:

Reporting to the DVCA Executive, the DVCA Junior Girls Cricket Coordinator will be required to oversee all elements of the DVCA Junior Girls Cricket Competition that runs from October to March each season. The Coordinator will be required to liaise with members of the DVCA Executive to ensure that the competition is run to the best of its ability. The coordinator will also need to work closely with the DVCA Junior Representative Cricket Coordinator to coordinate two junior girls teams for the annual January VMCU Carnival.

The position has the following requirements:

Administration

- Communicate and correspond (email, phone calls) with DVCA Executive on Girls Cricket Competition
- Communicate and correspond with all DVCA Clubs on Girls Cricket Competition.
- Communicate and correspond (email, phone calls, website) with coaches and selectors on representative cricket management, processes and scheduling.
- Work with DVCA Representative Cricket Coordinator to coordinate DVCA Junior Girls Representative teams for January VMCU Carnival.

Junior Girls Cricket Competition

- Work with all DVCA clubs to continue to grow and develop the Junior Girls Competition
- Market and promote the Girls competition via various channels to grow the competition
- Work with various stakeholders – Cricket Victoria, Cricket Australia, Schools to grow the competition

Qualifications

It is preferred that the successful candidate will hold (or willing to obtain) the following qualifications:

- Cricket Australia coaching accreditation
- Working with Children Check

The role also requires the following skills:

- Strong computer skills



Diamond Valley

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- Excellent communication skills (email, phone)
- Flexibility, reliability
- Knowledge of the MyCricket system

The role requires work to be done in the candidates own time which can include evening meetings, weekends, weeknights and school holidays.

A suitable honorarium will be paid to the preferred candidate.

All applications must be sent via email to DVCA General Manager Sean Winstone dvca.general@gmail.com outlining your qualifications and skills suitable to the role.

Applications close 5pm Friday 18 January 2019.