

POSITION DESCRIPTION

	Effective Date:	February 2026
POSITION TITLE:	Junior School PCNA Co-ordinator	
REPORTS TO:	Head of Sport Development and Performance	
EXPERIENCE AND QUALIFICATIONS	<p>Essential Requirements:</p> <ul style="list-style-type: none"> • Excellent communication and interpersonal skills, with the ability to work effectively with students, parents, coaches, and school staff. • Proficient computer skills and information technology literacy. • Strong organisational skills and attention to detail in managing schedules, logistics, and administrative tasks. • Flexibility regarding work hours. • Compliance with standard requirements for working at Perth College, including a Working with Children's Check. <p>Desirable Requirements:</p> <ul style="list-style-type: none"> • Experience coaching netball teams and possession of a coaching accreditation. • Experience in a Netball Association in various capacities such as player, umpire, coach, or administrator. • Experience or qualification in school teaching. 	
POSITION PURPOSE:	To facilitate the running of the Perth College Netball Academy (PCNA) for the Junior School netball program and to assist the Senior School PCNA Co-ordinator as required.	
KEY RESPONSIBILITIES:	<p><i>The list of responsibilities are not intended to be all inclusive. Pre-preparation for some activities is able to be undertaken at different times across the year during non-peak periods.</i></p> <p><u>Term 1</u></p> <p>Registration:</p> <ul style="list-style-type: none"> ➤ Develop registration information for potential Junior School PCNA players and parents and distribute it. ➤ Follow up on any Junior School player registration enquiries. <p>NetSetGo Co-ordination:</p> <ul style="list-style-type: none"> ➤ Coordinate the NetSetGo (Years 2 to 4) Come and Try session before registrations close for new students to gauge interest in joining the program. <p>Trials Management:</p> <ul style="list-style-type: none"> ➤ Coordinate and run the Junior School PCNA team trials. ➤ Prepare final teams and maintain/update team lists in Excel, Synergetic, and SPACE. ➤ Assist with the Senior School PCNA team trials as required. <p>Coaching Support:</p> <ul style="list-style-type: none"> ➤ Establish contact with interested and potential PCNA coaches for the Junior School program. ➤ Work with the Senior School PCNA Co-ordinator to allocate coaches to teams. ➤ Supervise pre-season training sessions for the Junior School PCNA program ➤ Update and prepare coaching online resources. ➤ Coordinate the Foundations coaching course for new PCNA coaches. ➤ Conduct Junior School PCNA coaches' preseason meetings. ➤ Maintain Junior School PCNA coaching database. <p>Equipment Management:</p> <ul style="list-style-type: none"> ➤ Work with the Senior School PCNA Co-ordinator to source all equipment for coaches' equipment bags. 	

	Effective Date:	February 2026
POSITION TITLE:	Junior School PCNA Co-ordinator	

- Organise parent help for sorting equipment.
- Record and maintain PCNA expenditure for the Junior School program.

Administrative Duties:

- Attend Perth Netball Association (PNA) meetings and provide all required information within deadlines.
- Contact and confirm team managers for Junior School PCNA teams.
- Establish contact with PCNA umpires and advise them of season dates and umpiring courses available.
- Supervise the practical umpiring session for new umpires.
- Arrange umpiring T-shirts for new umpires.
- Source suitable C Badge umpires to coach new umpires.
- Provide feedback to the Head of Sports Development and Performance on various aspects of the program.

Communication and Support:

- Address queries or concerns regarding the Junior School PCNA program.

Terms 2 and 3:

Training Sessions and Match Preparation:

- Supervise training sessions for the Junior School PCNA program.
- Arrange fill-in players if required.
- Attend to any player or coach issues arising from any training or match situations.
- Prepare the Junior School PCNA match schedule and forward details to the Director of Junior School.

Logistics and Match Management:

- Coordinate transportation arrangements for coaches who are boarders.
- Prepare umpire schedule and manage umpire supply for Junior School PCNA matches.
- Manage the PNA Umpire grant funding arrangements.
- Visit Junior School PCNA teams during match time slots to ensure smooth progress of the program.
- Assist with the Senior School PCNA finals matches.
- Complete and submit to finance fortnightly timesheet of coaches and umpires

Backup Support:

- Fill in for the Senior School PCNA Coordinator as needed, including during matches.

End-of-Season Activities:

- Arrange for Junior School PCNA coaches to complete/submit evaluation forms.
- Coordinate the Junior School PCNA windup and trophies.
- Assist with and attend the PCNA Senior School windup.

Reporting and Planning:

- Prepare the Junior School PCNA report for the Friends of Netball (FoN) AGM.

Term 4:

Meeting Attendance and Equipment Management:

- Attend the PNA AGM.
- Collect equipment and make payments to Junior School PCNA coaches.
- Assist with final equipment collection and sorting.

SHARED RESPONSIBILITIES: WITH SENIOR SCHOOL PCNA CO-ORDINATOR

Term 1:

- Confirm and complete PlayHQ online team nominations and player nominations.

	Effective Date:	February 2026
POSITION TITLE:	Junior School PCNA Co-ordinator	

- Coordinate the PCNA Season Launch.
- Facilitate FoN meetings.

Terms 2 and 3:

- Order equipment for next year and set PCNA fees.
- Facilitate FoN meetings.
- Arrange equipment loans for teams participating in the PNA Spring Competition.

Term 4:

- Complete PCNA and FoN expenditure reports.
- Set dates for the PCNA Calendar for the following year.
- Make equipment purchases for the subsequent year.
- Begin preparations for the subsequent year, including booking umpiring and coaching courses and updating registration information.
- Facilitate the FoN AGM.

Hours of Work

This is a part-time, 0.55 FTE role.

The professional responsibilities of the Junior School PCNA Co-ordinator require the flexibility to work the hours to successfully help deliver the School's Perth College Netball Academy program, which include before-school, after-school, and weekend commitments. Hours will be greater during peak netball season periods (Terms 1, 2 and 3) and fewer at other times of the year.