



calisthenics
ASSOCIATION OF
WESTERN AUSTRALIA (INC)

DEVELOPMENT OFFICER

Want to make a real difference with a growing Sporting Association?

The Calisthenics Association of WA Inc seeks the services of a part-time Development Officer to assist in the growth and promotion of the sport of Calisthenics at all levels.

We anticipate up to 25 hours per fortnight with the possibility of some home based hours.

Please send applications to:- either accounts@calisthenicswa.com.au or by post marked Attention - Development Chairperson PO Box 1464 Midland DC WA 6936

JOB DESCRIPTION

Position Title: DEVELOPMENT OFFICER

Responsible To: Report directly to Board of Management through the Development Chairperson

Responsible For: Fostering the growth and development and promotion of Calisthenics in the broader community by facilitating Development Committee programs and initiatives.

Knowledge/Skills:

- High level of computer literacy demonstrated through proficiency in Microsoft Office or Apple equivalent.
- Demonstrate excellent verbal and written communication skills.
- Possess a positive, committed and enthusiastic attitude.
- Demonstrate strong interpersonal skills.
- Ability to work unsupervised.
- Organisational and time management abilities.
- Demonstrates an ability to work within financial budget limitations.
- Sound knowledge of Calisthenics desirable but not essential.

Special Conditions:

- Available to work flexible hours from home, on site and with certain designated office attendance.
- Working with Children Check.
- Police clearance.

Responsibilities & Duties:

- Displays honesty, integrity and impartiality in dealings with others.
- Prepare Development Officer report for the Development Chairperson to present to the Board of Management monthly meetings.
- Maintain an accurate record of monthly expenses and submit reimbursement forms to the Development Chairperson for consideration and approval.
- Keep comprehensive records of all activities.
- Represent CAWA at events where required (e.g. DSR Conference, Healthway events).
- Liaise with the Development Chairperson.

The Development Officer will oversee and facilitate the following CAWA programs in 2010:

GRANTS

- Ensure a responsibility towards funding bodies is carried out as per contract (e.g. Healthway, DSR).
- Collect evidence and documentation of any grant rollouts (e.g. photos, newspaper articles, performance numbers, and attendance numbers).

SCHOOL HOLIDAY PROGRAM

- A 4 day program held in January of each year, two days each at a venue servicing the north and south of the river.
- The program aims to present a variety of dance/performance/theatre workshop experiences.

PROMOTION SQUAD

- The Administration of a Representation Team of 10-13 year olds performing at various community events and public venues.
- Please refer to the *Promotion Squad Policy* for further information.

SCHOOL PROGRAM

- An in-school Calisthenics program aimed at approx. 6 schools per year.

OTHER DUTIES

- Regular report of activities through the association newsletter (*CaliLink*) and the website.
- Provide support/contact for new clubs.

- Support requests for help from the calisthenics community (e.g. from coaches, club committees).
- Other duties from time to time as directed by the Board of Management.
- Provide feedback on the Development Officer role for annual review.
- Member Protection Information Officer training.

Estimated Time Commitment Required:

Initial expectation of up to 25 hours per fortnight part time.

Benefits and Remuneration:

- Personal development program where appropriate. e.g. DSR Conference.
- Mobile phone provided for CAWA use only during working hours.
- Provision of a Laptop or reimbursement for use of own laptop and/or Internet costs.
- Travel expenses will be reimbursed for distance travelled over and above the equivalent of 2 return trips per week from the Development Officer's home to Midvale at an agreed cent per kilometer rate. ie reimbursement for travel outside of that normally experienced in the normal course of employment.
- 3 month probationary period.
- \$49,400.00 p.a. pro rata plus Superannuation in accordance with the Superannuation Guarantee (Administration) Act 1992 (Cth).
- Annual and Personal Leave pro-rata.