



Participation and Development Officer

Softball WA is seeking a highly motivated and energetic Participation and Development Officer to join its team. The Participation and Development Officer will be primarily responsible for overseeing current and future projects and programs that increase overall participation in softball and develop current affiliated players.

The skills and general attributes required for this role include:

1. Sound written communication, interpersonal and customer service skills.
2. Demonstrated skills in planning, organising and managing programs.
3. Sound time management and organisational skills to plan and prioritise work.
4. Experience in developing and obtaining proposals that support community initiatives.
5. Demonstrated experience coordinating staff and/or volunteers
6. Proven record of delivering training programs

This role is a part-time position (25 hours per week) based at the Mirrabooka International Softball Stadium and reports directly to the CEO.

Salary will be dependent on the applicant's skills and experience and the contract term will be until 30 June 2019 with possibility of extension. The applicant may also be offered use of a vehicle for business duties.

In addition, the preferred applicant will expect:

- 9.5% superannuation;
- Four weeks of annual leave (pro-rata, with loading at 17.5%);

This role offers flexible working hours, however throughout various times of the year, weekend and evening work will be required; in addition to intrastate travel.

For more information please read the attached Duty Statement and Selection Criteria.

To apply, please submit your resume and a covering letter addressing your knowledge and relevant experience to the role. Applications are to be sent to ceo@softballwa.org.au. Applications close at 5.00pm, **Wednesday 29 August 2017**.

For further information, please contact the Chief Executive Officer at Softball WA on 6181 3900.