

WPC CRICKET TASK SHEET

POSITION:	BLASTER PROGRAM CO-ORDINATOR	
Task Objective:	To manage the delivery and smooth operation of Junior Blaster and Master Blaster programs within the club.	
Support Person:	Cricket Operations Manager	
Work Times:	Mainly Pre-season to season end but some tasks all year	
Expected Period of Role	From AGM to AGM	
Blue Card Required	Yes	
Reward	\$250	
BLASTER PROGRAM CO-ORDINATOR TASKS		WHEN
<p>In consultation with the Cricket Operations Manager and working closely with Cricket Operations Team, set and monitor the Junior Blaster & Master Blaster cricket program for the club. Priorities for season:</p> <ul style="list-style-type: none"> • Focus on ensuring players' and parents' experience with cricket is a good one maximising retention opportunities. • Boost the entry level programs. • Encourage junior participation in cricket. • Build relationships with schools participating in the Blaster Program and promote the Club to school program participants and their family. • Encourage participant progression into junior cricket programs 		All Year
Respond to enquiries and report on any concerns raised by program participants/family members in a timely manner. Provide feedback to Cricket Operations Manager and team as necessary and escalate any issues or concerns raised.		Pre-season to season end
Be present at pre-season activities, including sign-on day or come and try events.		Pre-season
In consultation with the Cricket Operations team, participate in the arranging and delivery of any pre-season training for coaches as requested. Liaise with Cricket Operations Manager if additional program assistance is required.		Pre-season
In consultation with Cricket Operations Team, Equipment Officer, ensure that program kits are fit and ready for use and requests for any equipment required submitted prior to commencement of season.		Pre-season
Encourage parent and family participation in the program, in alignment with the program philosophies.		Pre-season/early season
Develop a good and co-operative relationship with other Blaster Program coaches and assistants. Be willing to seek the advice of experienced coaches, managers and others who have held similar positions.		Pre-season to season end
Report regularly to the Cricket Operations Manager. Be willing to report to Committee as required.		Pre-season to season end
Be familiar with the Blaster Program structure, activities and rules.		Pre-season to season end
Develop and maintain a relationship with key Qld Cricket contacts.		All year
Support and promulgate WPC Cricket's Modern Club Management approach to influence the culture within the club.		Pre-season to season end
Attend the Annual General Meeting of the club.		November
Attend End of Season Club Presentation Event.		March
In conjunction with the Cricket Operations Manager/team oversight and assist Equipment Officer and First Aid contact.		Pre-season to season end

KEY RISKS

Requisite knowledge and skills – Sound knowledge of Junior Blaster and Master Blaster Programs.

Communication, People and HR skills – The ability to communicate and to work effectively with people through personal interaction is crucial for this task. You must have the capacity to balance the many competing interests of players, parents, coaches and the game of cricket itself.

Organisational skills, reliability, problem solving skills and resilience – demonstrate ability to deal with the high volume of work in the pre-season, apply sound problem-solving skills and be resilient when the unexpected occurs. There are critical deadlines which must be met.