

## Position Description

Position Title:	Events Coordinator (Clubs)
Team:	Competitions & Events
Reporting to:	Events Lead (Clubs)
Direct Reports:	N/A
Date Updated:	19 Jan 2026

## Purpose of the Role

The Events Coordinator (Clubs) supports the planning, coordination and delivery of Volleyball Queensland's club-based competitions and championships. This is a fixed-term, 6 month contract role designed to support Volleyball Queensland during our peak period of competitions and events.

The role exists to ensure competitions are delivered smoothly, safely and consistently through effective on-the-ground coordination, administration and stakeholder support. Working closely with the Events Lead (Clubs), the Events Coordinator (Clubs) focuses on execution, logistics and issue resolution during competition delivery.

This role is critical to maintaining a positive experience for clubs, officials and participants by ensuring operational details are managed accurately and issues are escalated promptly.

The position is based from the VQ offices, with some intra and interstate travel required, in line with competition and event schedules.

## Key Responsibilities

<b>Operations &amp; Priorities</b>  <b>Outcome:</b> Club competitions and championships are delivered efficiently, safely and in line with agreed plans.	<ul style="list-style-type: none"> <li>Coordinate operational delivery of club-based competitions and championships, including:             <ul style="list-style-type: none"> <li>Premier Volleyball League</li> <li>Junior Premier Volleyball League</li> <li>State Championships</li> <li>Country Championships</li> </ul> </li> <li>Implement event plans developed with the Events Lead (Clubs), focusing on execution and on-the-ground delivery.</li> <li>Support the two-lead event delivery model by coordinating either on-ground delivery or off-court administration as directed.</li> <li>Provide hands-on, on-site support at events, including set-up, pack-down and operational coordination.</li> <li>Coordinate venues, schedules, equipment and workforce requirements.</li> <li>Assist with sourcing and coordinating contractors, officials, casual staff and suppliers.</li> <li>Monitor event readiness and identify operational or safety issues.</li> <li>Escalate incidents, risks or issues promptly to the Events Lead (Clubs).</li> </ul>
<b>Communication &amp; Stakeholder Support</b>	<ul style="list-style-type: none"> <li>Respond to operational enquiries from clubs, officials and stakeholders regarding competitions and events.</li> </ul>

<p><b>Outcome:</b> Clubs, officials and stakeholders receive clear, timely and practical operational support.</p>	<ul style="list-style-type: none"> <li>• Provide clear information to clubs and participants before, during and after events.</li> <li>• Liaise with referees, venues, councils and service providers to support event delivery.</li> <li>• Support communication with casual workforce and officials.</li> <li>• Maintain a calm, professional and service-focused approach in all interactions.</li> </ul>
<p><b>Systems, Data &amp; Process Support</b></p> <p><b>Outcome:</b> Competition information and records are accurate, accessible and compliant.</p>	<ul style="list-style-type: none"> <li>• Maintain accurate event schedules, records, forms and documentation.</li> <li>• Support data entry and updates across competition systems.</li> <li>• Assist with collection of attendance data, match information and post-event documentation.</li> <li>• Follow established processes and standard operating procedures.</li> <li>• Identify recurring operational issues or system gaps and raise them with the Events Lead (Clubs).</li> </ul>
<p><b>Innovation &amp; Continuous Improvement</b></p> <p><b>Outcome:</b> Competition delivery improves through practical refinements and learning.</p>	<ul style="list-style-type: none"> <li>• Participate in pre-event planning sessions and post-event debriefs.</li> <li>• Contribute feedback on operational challenges and improvement opportunities.</li> <li>• Apply learnings from previous events to improve future delivery.</li> <li>• Suggest practical improvements to workflows, templates or coordination processes.</li> </ul>
<p><b>Behaviour and Values</b></p> <p><b>Outcome:</b> Work is delivered reliably, professionally and in line with VQ values.</p>	<ul style="list-style-type: none"> <li>• Demonstrate reliability, accountability and attention to detail.</li> <li>• Work collaboratively with the Events Lead (Clubs) and broader event team.</li> <li>• Maintain a positive, solution-focused and “here to help” attitude.</li> <li>• Uphold Volleyball Queensland’s values in all interactions.</li> <li>• Maintain a strong commitment to confidentiality, privacy and child-safe practices.</li> <li>• Operate within delegated authority and escalate issues appropriately.</li> </ul>

## Key Relationships

Internal	External
<ul style="list-style-type: none"> <li>• Events Lead (Clubs)</li> <li>• Competitions &amp; Events team</li> <li>• Casual staff and event workforce</li> </ul>	<ul style="list-style-type: none"> <li>• Clubs and affiliates</li> <li>• Referees and officials</li> <li>• Venues and facility managers</li> <li>• Local councils</li> <li>• Contractors and suppliers</li> </ul>

## Capabilities & Experience

### Essential Requirements

- Tertiary qualifications in Sport, Events, Recreation or a related field, **or** demonstrated equivalent experience supporting or coordinating sporting events, programs or operational delivery
- Experience supporting or coordinating sporting competitions or events.
- Strong organisational skills and ability to manage multiple tasks in live environments.
- Clear verbal and written communication skills.
- Ability to work calmly and effectively in fast-paced, high-pressure settings.
- Strong attention to detail and follow-through.
- Comfortable working with systems, schedules and operational documentation.
- Current open driver's licence.
- Current Working with Children Blue Card (or ability to obtain and maintain).
- Commitment to confidentiality, privacy and child-safe practices.
- Eligible to complete required compliance training, including Sports Integrity and child-safe training, within required timeframes.

### Desirable

- Experience working with clubs or member-based sporting organisations.
- Understanding of volleyball competitions and officiating environments.
- Experience coordinating contractors, officials or casual workforces.
- Volleyball Australia coach and/or referee accreditation (or ability to obtain and maintain). First Aid and CPR certification (or ability to obtain and maintain).