

Position Description

Position Title	Scoreboard Operator – Apis Canberra International
Functional Area	Operations Department
Responsible to	Operations Manager
Staff Supervision	N/A
Employment Status	Volunteer
Date	December 2019
Employment Period	6 January – 12 January 2020



Key Responsibilities

This position is responsible for helping us record live match statistics and assist with all things scoring!

Knowledge / Skills / Service Expectations / Attributes

Knowledge / Skills

- Strong knowledge of tennis and an understanding of tennis scoring
- Efficient in computer use
- Demonstrate the ability to work effectively under pressure in a fast paced environment.
- Excellent attention to detail.
- Player and tournament knowledge is highly desirable.

Service Expectations / Attributes

- Sense of urgency, responsibility and initiative.
- Ability to work effectively as a member of a team and contribute to a positive and successful work environment.
- Able to develop trust and accepts responsibility for self and others.
- Interacts positively with people in different situations and demonstrates integrity and respect towards others.
- Demonstrate the ability to remain calm and maintain control in stressful situations and fast paced environment.
- Demonstrate self- motivation and the ability to work independently.
- Committed and dedicated to the requirements of the tournament.
- High standard of personal presentation and hygiene.

Environmental / Health / Safety Responsibilities

1. Complies with Tennis Australia's OH&S policies and procedures
2. Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
3. Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
4. Participates in meetings, training and other environment, health and safety activities
5. Does not wilfully place at risk the health or safety of any person in the work place
6. Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
7. Cooperates with Tennis Australia in relation to activities taken by TA to comply with OH&S and environmental legislation.
8. Participate in Return to Work Programs, as required to, across the organisation.

Compulsory Training / Position Requirements

Training Requirements

- Attend the Apis Canberra International 2018 Volunteer training session on Thursday 2 January from 6pm – 7pm at the

Canberra Tennis Centre, 1 Riggall Pl, Lyneham (If you haven't already attended in previous years).

Position Requirements

- Prepared to work a shift roster, including weekends, public holidays and evenings as required.
- Flexibility with regard to working hours during the Tournament period (6 January – 12 January 2020).
- Hold a current Working with Vulnerable People Check or be willing to obtain one.
- Complete Member Protection and Prohibited Person Declaration paperwork.
- Be aged 15 or over (as at 1/01/20)