



Cairns Hockey Association

Trainee Officer

Position Details

Administrative duties and to promote, develop and grow all aspects of hockey within the Cairns region by creating strong relationships with member clubs, schools and other stakeholders to assist in growing participation at a grass roots level. Cairns Hockey is an equal opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment,

Position Title	Trainee Administration Officer
Employment	Traineeship (Fixed Term)
Location	Cairns Hockey Association, 365 Lake Street
Roster	15 – 35 hours per week, including weekend and night work at times
Position Summary	<p>Kickstart your career in the sporting industry at Cairns Hockey Association.</p> <p>Primary Objectives:</p> <ul style="list-style-type: none"> ➤ To obtain Certificate III Business or Sport and Recreation Qualification. ➤ To provide administrative services to the Cairns Hockey Office. ➤ To assist in the delivery and foster a culture of positive in Grass Roots Hockey.

Our Ideal Candidate:

- Is committed to seeking opportunities to develop new skills and knowledge.
- Has completed Year 12
- Is proficient in the use of computer systems.
- Has the ability to display tact, integrity and discretion with dealing with sensitive matters.
- Has not previously completed a Certificate III in Business/Sport and Recreation.
- Has the ability to conduct group programs with confidence and enthusiasm.

Now it's your turn and we would like to hear about you!

How to Apply:

Your application must be emailed to info@cairnshockey.com.au and consist of the following information:

- A one-page statement (cover letter)
- Current Resume

Contact Email	info@cairnshockey.com.au
Closing Date	1/12/2023