



Role Description

Kandooz Coordinator

Role Overview

The Kandooz Coordinator is responsible for the successful operation and coordination of the Kandooz disability program, which runs alongside the primary competition. This role ensures effective communication with participants and their carers, promotes inclusion, and fosters a safe and supportive environment for all players. The Kandooz Coordinator also ensures that participants are properly registered and works closely with the ODSA Committee to address any issues or concerns.

Key Responsibilities

Program Coordination & Communication

- Manage the overall operation of the Kandooz disability program, ensuring it runs smoothly and efficiently alongside the primary competition.
- Communicate regularly with players, their carers, and other stakeholders to ensure the needs of the participants are met.
- Promote and encourage inclusion within the Kandooz program, ensuring it aligns with the values of the Association.

Participant Registration & Support

- Ensure all participants are appropriately registered in the system and meet eligibility requirements.
- Provide guidance and assistance to participants and their carers regarding registration, competition details, and program participation.

Safe & Inclusive Environment

- Foster a safe, inclusive, and supportive playing environment for participants in the Kandooz program.
- Monitor the well-being of participants during training and competitions, ensuring their needs are met.
- Liaise with the ODSA Committee to escalate any issues relating to participant safety, well-being, or program operations.

Collaboration & Inclusion

- Work with other coordinators and ODSA Committee members to ensure that the Kandooz program is integrated into the broader softball community.

Issue Escalation & Reporting

- Escalate any significant issues, concerns, or incidents to the President or ODSA Committee for resolution.
- Provide regular updates to the ODSA Committee on the status and progress of the Kandooz program.

Recommended Skills & Experience

- Strong communication skills, particularly when liaising with participants and their carers.
 - Ability to create and maintain an inclusive, welcoming, and safe environment for all participants.
 - Understanding of disability support and best practices for inclusive programs.
 - Organisational skills to manage the registration process and communication with stakeholders.
 - Ability to collaborate effectively with other ODSA Committee members and program coordinators.
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