


POSITION DESCRIPTION	 <p> ABN 27 112 982 742 p: 1300 661650 f: 03 9568 5575 w: www.worldseriespaintball.com.au e: jobs@worldseriespaintball.com.au </p>
Position Title	Referee
Ministry of Paintball (MOP) Site	Oakleigh with potentially opportunities at future sites
Department	Operations
Requirements	<ul style="list-style-type: none"> • This position is subject to a minimum 12 week probationary period • The successful applicant will be subject to a Police records check • The successful applicant may be required to undertake a medical/fitness assessment • The terms and conditions of this position are covered by the MOP Australian Workplace Agreement (AWA)
Date	September 2006
Reference No	OPS004
Approved By	John Middleton
Primary Objectives Of Position	<ul style="list-style-type: none"> • The Referee position is responsible for safely coordinating, conducting and supervising paintball games • The Referee position is responsible for the ongoing maintenance, testing and documentation of all paintball equipment • The Referee is responsible for delivering safety briefings to customers, emphasising both generic and safety specific rules. • This role requires a commitment to the continuous improvement of referee performance.
Manager/Supervisor	Assistant Site Manager
Role Of Position	<ul style="list-style-type: none"> • Chronograph each allocated marker daily and record the results. • Ensure compressed air cylinders are full.

	<ul style="list-style-type: none"> • Greet customers and assist them through the orientation process. • Co-ordinate and organise groups of people and accompany them to the fields. • Conduct safety briefings that cover the generic safety and game rules, along with specific game objectives and hazards. • Supervise (to lead and referee) paintball games between MOP customers. • Ensure our customer have a fun and exciting paintball experience • Understand the principles of paintball marker operation, including all safety features • Perform basic paintball marker repairs and trouble shooting • Responsible for marker management , including all documentation relating to maintenance, traceability and accountability of markers • Complete all required documentation relating to maintenance and traceability of markers to customers on a particular day • Ability to referee recreational paintball competitions • Ability to work unsupervised • Where appropriate, assist with training new referees in key areas • Maintain current certification in Level I First Aid and CPR and be familiar with the location of all First Aid Kits on site • Maintain current Fire Protection Equipment related certification • Capable of directing customers and staff in the unlikely event of evacuation or an emergency • Ensure all paintball equipment and gear is maintained and ready for use each day, this includes: <ul style="list-style-type: none"> ○ Wash and dry coveralls ○ Clean masks and lenses ○ Clean, repair and store markers ○ Clean and set up field equipment • Perform other duties as required (details and training will be provided if additional responsibilities are added)
Direct Reports	N/A

(Where Applicable)	
Internal Communication Requirements	Site Manager Customer Service Team Leader and team Referee Team Members Maintenance Coordinator
External Communication Requirements	Ongoing liaison with regulatory bodies, customers, prospective customers, community and stakeholders
Experience	<ul style="list-style-type: none"> • Inventory, maintenance and compliance of equipment and infrastructure • Working as part of a team • Dealing effectively with customers • Telephone customer relations • Use of databases • Industry experience and proven track record and/or ability to perform this role is essential
Skills	<ul style="list-style-type: none"> • Demonstrated leadership skills • Ability to work as part of a team • Excellent interpersonal skills • Excellent public speaking skills • Analytical and problem solving • Planning and implementation skills • Negotiation skills • Initiative and decision making skills • Attention to detail • Strong work ethic • Microsoft Suite application
Qualifications	<ul style="list-style-type: none"> • Current Level I First Aid certification (desirable) • Current CPR certification (desirable) • Basic Fire Protection Equipment Qualification (desirable)
Legal Requirements	<ul style="list-style-type: none"> • Minimum 18 years of age • Not be a prohibited person under the Firearms Act • Have completed and lodged with the Police a Victorian Firearms Personal Information Form and a set of fingerprints
Key Selection Criteria	<ul style="list-style-type: none"> • Excellent organisational skills • Excellent communication skills • Safety management and compliance experience • Demonstrated leadership experience • Experience in dealing with customers and stakeholders, including complaint resolution • Ability to develop sound processes and procedures • Ability to utilise Microsoft Suite computer packages