

ST GEORGE BASKETBALL ASSOCIATION INC. (SGBA)

JOB DESCRIPTION

Development Officer

Reporting To: Managing Director

- Plan, develop, deliver & coordinate strategies & programs to increase registered membership of SGBA.
- Plan, develop, deliver & coordinate strategies & programs to increase participation in basketball in St George via
 - Learn to play
 - Academy
 - Coaching Development
 - Aussie Hoops
 - Representative Program
- Work co-operatively with outside organisations such as schools, YMCA's, PCYC's, Active After School Communities Program, independent providers & BNSW
- Develop program budgets when and if required and manage programs to comply with budgets
- Develop and maintain effective recording, reporting and communication systems including collecting & storing of all participant & centres data relevant to the programs
- Attend staff meetings, functions, development programs as required by SGBA
- Liaise with, cooperate with SGBA supervisors, departments and other members as appropriate and as required, both verbal and written
- Comply with, implement where necessary and support all St George & Basketball NSW procedures and guidelines
- The appointment will be subject to a 3 month probationary period during which satisfactory performance reports must be achieved before ongoing employment for the remainder of the contract period will be offered.
- 16 hours a week \$35 per hour
- Current drivers' licence essential and must be prepared to use own vehicle for business use. Appropriate mileage allowance will be provided on satisfactory evidence of business travel.