



NUNAWADING VIKINGS BASKETBALL CLUB INC.

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PROGRAMS COORINDATOR

Nunawading Vikings Basketball Club (NVBC) is looking to appoint a vibrant and confident person to manage, promote and control all administration duties with regards to the following programs:

- *Miniball*
- *Aussie Hoops*
- *School Holiday programs*

This is a paid (casual) position of six hours per week comprising of:

- *Monday evenings 4.45pm - 6.15pm*
- *Tuesday evenings 4.45pm -7.15pm*
- *Remaining hours spent on administrative work in the NVBC office at Slater Reserve*

POSITION CRITERIA

- Ensure all records of attendances and finances are maintained accordingly
- Correspondence & liaison with various departments of the club
- Communication with parents and players
- Communication with NVBC's competition Age Group Coordinators re player progression and transition
- Promotion of player development into club competitions
- Volunteer rostering those who coach the Miniball and Aussie Hoops students
- Creation and implementation of school holiday programs in conjunction with various club departments
- Promotion of all programs throughout the community
- Manage members' confidential and sensitive information aligned with the programs department

If you are over the age of 18, you must hold a current Working With Children's Check. The successful applicant will be commencing the first Tuesday of Term 2. Please note: Full training will be provided.

Expressions of interest including your resume and a one page cover letter should be sent to the NVBC Registrar (Chris Lloyd-Owens) at registrar@nunawadingvikings.com.au by no later than 5pm, Wednesday 16th April 2014.