

**MAITLAND BASKETBALL ASSOCIATION**

**OPERATIONS MANAGER**

A fantastic opportunity has become available at the Maitland Basketball Association for a proficient and experienced Operations Manager. This is a dynamic, **“hands on”** role which is focused on managing multiple facets of the Maitland Federation Centre, Home of the Maitland Mustangs. In this role you will manage the facility operations and assist the Board of Management implement the 2016 Strategic Plan in collaboration with our existing Development Manager, Competitions Managers and administration support.

**Key Responsibilities Include, but are not limited to:**

* Development and successful implementation of a yearly Operational Plan (including budget) in line with the Board of Management Strategic Plan
* Coordination of user bookings within the Maitland Federation Centre
* Management of canteen supplies and staffing
* Event management (set up and clean up)
* Business development to help maximise utilisation of the facility
* Management of uniform supplies and staffing
* Regular and active engagement with the volunteer base to encourage volunteer involvement for activities within the facility
* Regular and active engagement with key sub-committee and volunteer managers within the Association to help ensure a supervisor product is provided to all customers
* Be the key contact for customer/stakeholder enquiries relating to the Maitland Federation Centre and Maitland Basketball Association
* Manage membership enrolment processes, documentation and records
* Distribute forms and correspondence
* Provide regular contributions to the review and customisation of policies and processes across various operational aspects of the Association
* Manage record-keeping and related activities
* Work closely with the other staff to help ensure their employment objectives are met

**You will need:**

* Excellent time management and coordination skills and experience
* An ability to engage with all stakeholders but especially the volunteer base who support the running of the Association and Maitland Federation Centre
* Demonstrated experience in a sports industry
* Ability to understand and interpret association procedures and policies
* Ability to work as part of a team to achieve operational and strategic objectives
* Excellent communication and customer service skills towards customers and all stakeholders
* Strong problem-solving skills
* Microsoft Office skills
* Professional attitude and presentation
* Valid paid Working With Children Check number (or willing to obtain one before employment commences)
* Current drivers licence

This role represents a great opportunity within a friendly, positive and community club sporting environment. Salary will be commensurate with the successful applicants experience.

If you meet the above criteria please send your resume and cover letter to Peter Proctor (President) at [chairperson@maitland.basketball.net.au](mailto:chairperson@maitland.basketball.net.au).

**Applications close – 5pm on Tuesday 13th June 2017**