

# POSITION DESCRIPTION

**TITLE: Basketball Development Officer**

 *Coffs Harbour Basketball Association*

**REPORTS TO: Coaching and Development Director**

**LOCATION: Coffs Harbour, NSW**

#  The Position:

The Basketball Development Officer for Coffs Harbour Basketball Association Incorporated is a part-time position based in the Coffs Harbour region.

# Primary Role:

The primary role of the Basketball Development Officer is to increase the number of players in the catchment area and foster the development and growth of basketball among young people (particularly primary and secondary school players and coaches at all levels).

**Work Environment:**

It is expected that the Basketball Development Officer will have a close working relationship with the Coaching and Development Director of the Board of Management. The Basketball Development Officer will be based at the offices of Coffs Harbour Basketball Association however the nature of the position will make offsite work necessary. To execute the duties effectively, a valid driver’s licence is essential.

# Hours of Employment:

The Basketball Development Officer role is based on a minimum of 20 hours per week. The nature of the position will require the applicant to be involved in work outside the traditional hours of 9.00am – 5.00pm. The position will require evening and weekend work. It is anticipated that these hours will be increased with additional activities and increased participation.

The hours of employment will be pre-determined however the hours will vary from week to week in accordance with the job’s requirement to accommodate things such as holiday camps to be executed during the holidays. The Basketball Development Officer may be required to work evenings and weekends from time to time, flexibility is key to achieving the positions objectives.

# Conditions of Employment:

* The rate of pay is $32.59 per hour, paid weekly as a permanent part-time employee. This is the Grade 3 Coaching and Related Staff award under the current Sporting Organisations Award this includes, but is not limited to the National Employment Standards in the Fair Work Act 2009.
* 9.5% superannuation will be paid quarterly
* Probation period of 6 months
* A performance review will be conducted after two months and then periodically as required

# IDEAL PERSON PROFILE:

To achieve success in the role of Basketball Development Officer, it is important that the person has the following attributes:

* A passion & understanding of the need to develop large participation numbers of players and coaches
* Current First aid certificate.
* Minimum level one coaching qualification (current).
* Current Working with Children (WWC employment).
* Excellent time management skills and the ability to work unsupervised
* Have strong coaching credentials.
* Be an effective communicator.
* Work effectively in high performing teams including staff & the CHBA Board of Management
* Strong customer service skills.
* High level of initiative with the ability to implement strategies & solve problems.
* Strong conflict resolution skills
* Have strong (and timely) reporting skills.
* Able to deliver (high quality) programmes in an educational setting.
* Experience in coaching individuals/ teams/ groups/ schools / Camps ranging in skill sets from entry to representative level.
* A sound knowledge of the Coffs Harbour Basketball Association, its goals and objectives and the programmes it supports.
* Confidence dealing with the media, volunteers and local authorities/community groups.
* Be well presented and committed to proudly wearing CHBA uniform during working hours.
* Strong social media skills, proficiency in the use of Facebook, Twitter, CHBA website and other mediums as they become available.
* Ability to develop and work within budgetary constraints.
* Has previously worked within a structured basketball development program.
* Drivers Licence & own car.
* Effective computer skills.
* Commitment to the position for at least 2 years

**Key Responsibilities:**

The Basketball Development Officer is responsible for the specific strategies and performance indicators as outlined in the below Operational plan for 2018.

**Application Process:**

* Written applications should address the Ideal Person Profile and Key Responsibilities as listed.
* Your application should include the name, phone and email contact of two referees, who can provide testimony to you work ethic and ability over the past 3 years.
* Your application should be emailed to the CHBA Coaching and Development Director at coaches@coffsharbourbasketball.com.au
* December 14th 2018 nominated date for applications to be submitted.
* Commencement Date: February 2018.

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| **Development Officer Operational Plan 2018** |
| **Objective: Increase Membership*****Outcome***: Develop and implement strategies to increase the number of registered basketball players in Coffs Harbour.***Strategies***:**Schools Development Program –** To recruit new players and coaches and develop relationships and key contacts with schools**Player Development Program –** To recruit new players, and to provide development opportunities for current players**Coach Development Program –** To improve the knowledge of both representative and domestic coaches, which in turn makes the players more satisfied and more likely to remain in basketball**Holiday Camps** – To recruit new players, to develop relationships with regional basketball associations and to provide quality holiday care for local families |
| **Strategies** | **Key Performance Indicators** | **Performance/Status report** |
| **School Development Program:*** Target schools not currently involved

with CHBA along with those that are * In-school programs leading to increased player numbers and the establishment of school basketball clubs/groups
* Facilitate entry of combined and small- school teams into our competitions

**Administration**:* Administered by the Office Admin
* Signed off by teaching staff
* Photograph/story on CHBA website every week
* Contact local media for coverage
 | **Schools Development Program:*** *Develop current contact list of teacher/school name, email, phone*
* *Develop current contact list for newsletter contacts, submission date and format*
* *Initiate player clinics providing basic skills in a fun environment. Give out pamphlet about our programs during those clinics*
* *Follow up player clinics by advertising for parent and teacher volunteers to help build a*

*school basketball club** *Attend school assemblies* and *sign-on days at local schools*
* *Distribute flyers and advertisements in school newsletters*
* *If the opportunity arises, include a referee in some of these competition programs*
 | **Schools Development Program:** |

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| **Strategies** | **Key Performance Indicators** |  **Performance/Status report** |
| **Player Development Programs:*** **Aussie Hoops** –
* **Elite Training Program** –

 * **Future Stars** –
* **Domestic Training–**
* **School Holiday Camps**

**Administration**:* Administered & signed off by the Coaching & Development Director
* Photograph/story on CHBA website, rotating through the various programs
* Contact local media for coverage
* Generate Income for the Association
 | **CHBA Player Development Programs:*** *The Development Officer must present these programs; they are not to be outsourced. Once there are 20 registered, regular participants, the Development Officer may secure the services of another (paid) person to assist. This person must have the approval of the Coaching and Development Director.*
* *Curriculum developed for each program – written program, assessed at end of each session in writing for review and modification*
* *Create an accurate budget for each program to ensure positive financial outcomes*
* *Provide participants with home programs, specific to their needs*
* *Identify talented players in Saturday comp for inclusion in the programs*
* *Identify potential rep coaches from Saturday comp and invite them to help with Future Starts*
 |   **Player Development Program**  |
| **Domestic Coach Development Program:****Friday and Saturday Coaching Program**º Provide court-side assistance tocoaches in the Friday and Saturday competition**Administration**:* Administered by the Development Officer
* Signed off by Competition Supervisor
* Photograph/story on CHBA website every week
 | **Domestic Coach Development Program:****Friday and Saturday Coaching Program*** *Create and advertise a schedule to ensure each team/coach is looked at during the*

*competition** *Provide CHBA coaching handbooks to coaches*
* *Develop a schedule of monthly domestic coach education sessions, which could be conducted during Saturday games, or on one evening per month.*
* *Invite talented domestic coaches to assist with the coach education sessions, the aim to build a Coaches Network.*
* *Target and develop one coach in each school and club (school director of coaching) to help build the individual school/club programs*
* *Advertise coach education programs to the coaches via flyers/ website/ social media*
 |  **Domestic Coach Development** |

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| **Representative Player and Coach Development Program:*** **Player Development Program –** To recruit new players, and to provide development opportunities for current players
* **Representative Coach Development Program –** To recruit new coaches and improve the knowledge of representative coaches, which in turn makes the players more satisfied and more likely to remain in basketball

**Administration**:* Administered by the Development Officer

Signed off by BOM Coach Co-ordinator | **Representative Player and Coach Development Program:*** *Create and advertise a schedule to ensure every team receives equal assistance from the Development Officer*
* *Provide CHBA coaching handbooks to coaches and players*
* *Have coaching boards and basketballs available to purchase from the CHBA office*
* *Develop a schedule of monthly representative coach education sessions, which should be conducted once every month.*
* *Invite talented rep coaches to assist with the coach education sessions, the aim to build a Coaches Network.*
* *Provide motivation and education to coaches via emails, Facebook page and the website*
* *Ensure all coaching material is available on the website*
 |  **Representative Player and Coach Programs** |