



## Wagga Wagga Basketball Employee

**Position:** Competitions Coordinator

**Employment Type:** Casual

**Location:** Stadium plus working from home at times

**Commencing:** April 2019

### Primary Purpose of the position:

As the Competitions Coordinator, your role is to facilitate, coordinate and maintain all competitions managed by Wagga Basketball. You are also required to actively engage with the members of Wagga Basketball throughout the season to ensure that our competitions are conducted smoothly and to also strengthen our relationship with our members.

### Responsibilities:

The Competition Coordinator is responsible for the following:

- Using the membership management software, you will be responsible for end-to-end process management for members being able to register to participate in our programs and competitions.
- Using the competition management software, you will be responsible for the end-to-end process management for members being able to register teams to compete in our competitions.
- Using the competition management software, you will be responsible for tasks associated with day-to-day coordination of a competition, e.g. generating fixtures, managing results, finals eligibility etc.
- Monitor pathways of communication for members i.e. email, webpage and Social Media sites and ensure members questions or enquiries are responded in a timely manner.
- On competition days, you will be responsible for manning the office and assisting our members with answering their questions, ensuring that fees due are collected etc.
- Ensure that the association's website is up to date with all the correct information.

## Other Responsibilities

- To liaise and assist the Court Supervisors with the game day conduct of our competitions.
- To liaise and assist the Referee Supervisors with the appointment of referees to our games.
- To liaise with the Wagga Basketball Board and provide monthly reports.

## Key Performance Indicators

- All fixtures are published on time.
- All game results are published online, must be completed after the last game played each night.
- All members participating in programs and competitions are financial before taking the court.
- Maintain a positive working relationship with Court Supervisors and Referee Supervisors.
- Improving Wagga Basketball systems and process.
- Excellent customer service with our members.

## Key Relationships

### Internal

- Wagga Board of Management
- Court Supervisors
- Referee Supervisors

### External

- All Wagga Members
- Oasis Staff and Wagga Council
- Basketball NSW

## Selection Criteria

### Essential

- Working With Children Check
- Preparedness to work non-traditional hours.
- Understanding and demonstrated experience of competition management.
- Ability to manage conflicting priorities.
- Demonstrated experience in negotiating and managing a diverse range of customers.
- Strong interpersonal skills and willingness to embrace new technology and following instructions on how to use such technologies.

### Desirable

- Current First Aid certificate
- Knowledge and experience in using Sports TG platform
- Knowledge and understanding of team sports and how team sports operate.

### Appointment:

As a member of the WWBA the Competition Coordinator is appointed in accordance with the Club's Constitution (i.e., at an Annual General Meeting), and holds the role for the duration of the year (i.e., one Summer and one Winter season).

WWBA has a responsibility to ensure the safety of all by maintaining high standards of professional conduct from its employees.

In meeting this responsibility WWBA must be satisfied that all prospective employees meet the highest standards of probity and suitability before they are employed. It is critical that those high standards be maintained, if not improved, and for that purpose you are required to submit a current blue card.

Successful applicants will need their own transport, at least an introductory level knowledge of the sport and be contactable by email and mobile throughout the year, especially on scheduled competition days.

### Hours of work and Remuneration

Approximately 12-15 a week depending on local competition schedule. This will also fluctuate depending on program development time and deliver of coaching and education programs

Afternoon hours from 3-6pm with remuneration dependent on skills and experience.

### Reports to:

Wagga Wagga Basketball Association Board via the President.