

Albury Basketball Association

Basketball Competitions Administrator Job Description and Duties

Employment Status: ABA are offering a 5 month contract position (averaging 20 hrs per week). The position will be reviewed at the end of the 5 months with the potential of an ongoing role within the Albury Basketball Association.

Reports to: ABA Board of Management.

Salary: As per the Sporting Organisations Award 2020 MA000082.

Short Description: The Basketball Administrator is responsible for the day-to-day coordination and administration of the association including but not limited to the job responsibilities listed below.

(Please note hours will be flexible but will be based around the hours of the Junior and Senior weekly competitions.)

Job Responsibilities

Administration and coordination of all on court programs including but not limited to:

- Domestic (Senior and Junior), including use of SportsTG
- Representative Program
- Development Programs
- Running of Senior and Junior Carnivals

Other duties include:

- Marketing and Promotions
- Running of Domestic competitions as well senior and junior carnivals
- Social media, overseeing ABA Website and Facebook
- Sponsorship
- SportsTG
- Assist the Association Treasurer with invoicing and financial administration as required

Liaise with all external contractors.

- Albury City Council
- Wodonga Basketball Association
- Albury Wodonga Bandits
- New South Wales Basketball
- Victoria Basketball
- Domestic Basketball Clubs

Resume and cover letter to be addressed to ABA Board of Management:

E| admin@alburybasketball.com.au

All offers of employment are based upon satisfactory completion of a criminal history background check.

Applications close: Friday 26th February 2021