**SCHEDULE 1**

BASKETBALL MOUNT GAMBIER INC.

POSITION DESCRIPTION

BASKETBALL DEVELOPMENT MANAGER

Job Title: Basketball Development Manager (BDM)

Employer: Basketball Mount Gambier Inc (BMG)

Responsible to: Board of Management

Role: Organisation and coordination of the day to day running of basketball competitions and to oversee the development of juniors, coaches and referees of BMG.

Responsibilities: Co-ordinate a team of part-time employees, volunteers and contractors involved in the conduct of basketball competitions and the development of basketball i.e. all on court activities.

To be the Executive Officer of the Association and the Public Officer.

To comply with all statutory regulations eg OHS&W, Risk Management,

building fire safety.

Attract volunteers to assist in undertaking specific purpose – on court projects, initiatives and/or services.

To manage the BMG social media pages as same relates to all on court matters.

Position Objectives:

Basketball Mount Gambier wants to grow the development of its current programs and competitions and to:

* attract increased participation across all levels
* develop new opportunities to grow basketball especially for those juniors and seniors not presently connected to basketball
* upskill referees and representative team coaches

Basketball Programming and Development:

* Setting the Season fixtures and the Competitions, (senior and junior)
* Introduce and conduct new competitions and events.
* Coaching development and recruitment programs and compliance
* Referee development and recruitment programs – supervision of referee co-ordinator
* Trainings ie Friday sessions and U10-U14 sessions.
* Camps ie Juniors and school clinics and themed “nights”.
* Tournaments
* School visits
* Representative Teams ie overall management of senior and junior representative teams
* Recruit coaches and players for junior non-club competitions

and the allocation of players to teams.

* Undertake the management and rostering of referees (when the referee Co-ordinator is not able to).

The following is a listing of the type of duties and responsibilities expected from the BDM:

Sponsorship and Promotion:

* liaise with current sponsors
* market and promote BMG and its domestic basketball

activities

* actively pursue sponsorship and sponsorship packages and service current sponsors
* seek and report to BMG Board on possible Grants and Government assistance for player development and on court activities.
* prepare and distribute media releases (across all platforms) as same relates.
* with the assistance of others - prepare and distribute a monthly

newsletter to members.

S.A. Country (SAC):

* Liaise with SAC to set dates for development and program requirements of the Association as same relates to on court matters.

Customer Services: In matters pertaining to Competitions:

* Be first point of contact for members, participants and officials.
* Address enquiries and complaints and resolve or redirect.
* Receive and distribute official information as same relates

to on court

* Develop and implement all Grand Final presentations

Support to Board of Management:

* Provide reports to the Board as same relate to on court responsibilities
* Make recommendations for improvement to on court requirements.
* Implement directives as same relate to on court responsibilities
* Attend Board Meetings and the Committees of the Board

eg Competition Committee.

* Initiate TRIBUNAL Meetings when required, take minutes and action outcomes therefrom
* Develop written procedures on programs that describe the

various teaching/training programs for U10-U14 that can be

utilised by the Board.

Skills and Abilities:

* The applicant preferably should be experienced in the area of Sports Management and have the ability to implement and conduct basketball development programs.
* Demonstrate a high level of communication skills.
* Possess the ability to work to a plan and timetable.
* Work within strict budget guidelines.
* Meet key performance requirements.
* Report to the Board as indicated or necessary.

Salary: A salary package commensurate with qualifications and experience will be available to the successful applicant.

Location: Bern Bruning Basketball Stadium, 451 Commercial Street West, Mount Gambier.

Tenure: The appointment is full time. The fixed term of the Contract will be for a period of up to 12 months with 6 monthly reviews.

Date:……………………..