



PO Box 1476, Caboolture, QLD, 4510
Morayfield Community Hall, 298B Morayfield Rd, Caboolture QLD 4510
ABN: 83 407 274 645

Junior Competition Director

The Junior Competition Director is the organiser of the Junior Competition at Moreton Bay Basketball Inc. As well as being responsible for overseeing the Junior Competition of the organization, the Junior Competition Director must work closely with Referee Coordinator, The Scorebench Coordinator and Competition night staff and volunteers. The position reports directly to the Board of Directors.

1. Board Governance:

Works with board to fulfill the organization mission.

Responsible for assisting the President to lead Moreton Bay Basketball Inc in a manner that supports and guides the organisation's mission as defined by the Board of Directors.

Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2. Maintenance of Competition Records

Is responsible for maintaining accurate documentation regarding Junior Competition.

Shall manage the draw for the Junior Competition, on behalf of the Board, and ensure results are updated as per the Game Sheets/Sports TG, unless directed otherwise by the Board.

3. Organization Mission and Strategy:

Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.

Responsible for implementation of Moreton Bay Basketball 's programs that carry out the organization's mission.

Shall assist with the strategic and financial planning to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Assist with policy making and develop of Bylaws to ensure that Moreton Bay Basketball can successfully fulfill its Mission into the future.

Responsible for the enhancement of Moreton Bay Basketball's image by being active and visible in the association, community and by working closely with other professional, civic and private organizations.

4. Organisation Operations:

Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.

Responsible effective administration of Moreton Bay Basketball Junior Club Competitions.

5. Actual Job Responsibilities

Provide information and respond to all new junior player enquiries.

Manage the creation of junior teams at the beginning of each season ensuring the team selection process is adhered to and input into SportsTG/Sportingpulse.

Manage the appointment of Team Coaches and Managers at the beginning of each season ensuring the team selection process is adhered to.

Feel the Heat



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Support the Branch Managers, Team Coaches and Team Managers participating in the junior competition.

Complete and manage each seasons' draw.

Complete and manage each seasons' final series.

Prepare the Grand Final trophies and presentation.

Assist in preparing an annual budget, in consultation with the other members of the board, projecting income and expenditure for the financial year of the Association.

Manage the training calendar for all junior teams with reference to the Board, especially the Representative Coordinator, and the Budget.

Assist with the marketing and development of the junior competition within MBBI.

Assist in identifying potential Representative Players

Ensure each junior team has the equipment they require.

Maintain SportsTG/Sportingpulse in matters regarding Junior Teams.

Maintain SportsTG/Sportingpulse in matters regarding Junior Competition Draw.

Maintain SportsTG/Sportingpulse in matters regarding Junior Competition results.

Assist the Representative Coordinator with the end year/season presentation of the Association.

Booking approved venues for the Junior Competition.

Approve invoices for processing for matters relating to Junior competition.

Ensuring written handover to the incoming treasurer.

Other duties as assigned by the Board.

6. Professional Qualifications Desired

Transparent and high integrity.

Willingness or experience and skill in working with a Board of Directors.

High level strategic thinking and planning. Ability to envision and convey the organization's strategic future to the staff, board, volunteers, and donors.

Ability to effectively communicate the organization's mission to donors, volunteers, and the overall community.

Previous success in establishing relationships with individuals and organisations of influence including funders, partner agencies and volunteers.

Solid organizational abilities, including file keeping, recording, planning, delegating, program development and task facilitation.

Strong written and oral communication skills.

Strong work ethic with a high degree of energy.