

Southern Peninsula Basketball Association

Basketball Administration Manager Job Description and Duties

Employment Status: SPBA are offering a full-time 12-month maternity leave contract. The position will be reviewed at the end of the contracted period with the potential of an ongoing role within the Southern Peninsula Basketball Association.

Reports to: SPBA Board of Management.

Salary: Dependent upon experience and qualifications.

Short Description: The Administration Manager is responsible for all day-to-day operations of the association including but not limited to the job responsibilities listed below.

Job Responsibilities

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

- Domestic
- Referee Department
- VJBL (Victorian Junior Basketball League)
- Big V
- Development Programs

Management of all external court hire.

Financial Management including but not limited to:

- Annual Budget
- Daily Cash Flow
- Wages & Salaries
- Banking
- Monthly Board Reports
- Public officer including annual AGM reports and contact to Consumer Affairs

Manage staff for the below areas:

- Domestic Competitions Manager
- Marketing and Promotions Manager
- Stadium Managers
- Canteen Manager
- Canteen Staff

Liaise with all external contractors.

Oversee association sponsorship and revenue department.

Oversee content on SPBA website.

Oversee running of the Pro Shop.

Oversee the running of the two canteens.

Manager of planning and execution of the SPBA Annual Junior Tournament.

Southern Peninsula Basketball Association

Basketball Administration Manager

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

E | board@sharksbasketball.com.au

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

Applications close: Friday 9th June 2017.
