



Position Description: WBA Administrative Office Role

The successful applicant will have:

- Demonstrated administrative experience (preferably with a background in basketball or other sporting competitions).
- Experience with the SportsTG database and Xero accounting software, or experience that indicates you will be able to quickly learn to use the applications.
- A proven ability to prioritise a diverse workload and manage multiple tasks.

Responsibilities will include:

General Administration

- Correspondence, record keeping and coordinating of items to be addressed by the Executive Committee.
- Use of the Xero accounting package (e.g., preparing invoices) to support the work of the Association's bookkeeper.
- Updates to SportsTG and social media content.
- Liaising with Basketball Victoria.

Domestic Competition

- Management of the Association's use of SportsTG including registration, season set up, fixtures and results.
- Organising competition and training court bookings.
- Liaison with the Domestic Competition Manager.
- Administrative support for the Westgate Tribunal.
- Attending Grading Sub-Committee meetings, when required.
- Correspond with clubs across a range of issues such as fixture and venue changes, player eligibility, invoices, and grievances.

Representative Program

- General administrative duties including managing team and player registrations (via Sports TG), organising training and competition court bookings, and providing assistance to the Representative sub-committee.
- Liaison with Basketball Victoria's representative program (MUVJBL).

Aussie Hoops/Pink Ball

- Administration for the Association's Aussie Hoops/Pink Ball program including SportsTG, registrations and court bookings.
- Liaison with Aussie Hoops/Pink Ball Coordinator.

If you have an interest in the role please contact us at westgatebasketball@gmail.com and attach your CV and a brief written response to the position description.

Questions can be directed to Brett Miller, Vice-President WBA, 0411 886 814.

Closing Date: Midday Monday 12 February.