



BROADMEADOWS BASKETBALL ASSOCIATION Inc. (A462)

Email: admin@broncosbasketball.com.au
Web: www.broncosbasketball.com.au

1 Tanderrum Way, Broadmeadows VIC 3047
Ph: 9309 5655

POSITION DESCRIPTION – OPERATIONS OFFICER

Summary

Reporting to the Operations Manager, the role will be responsible for undertaking the following range of work:

- Junior and Open age competitions administration using Sports TG, including secretariat duties for the Association's Junior Domestic Sub Committee and preparation and input of relevant content into the Association's social media outlets;
- Source and recommend suitable competition venues, roster venue management staff and undertake Junior Domestic Competition Game day liaison and supervision duties;
- Administrative support for the Junior and Senior representative programs, particularly at the commencement and end of the competition seasons, including preparation and input of relevant content into the Association's social media outlets;
- Customer service related to the above duties, including being the primary point of resolution for competition related complaints and disputes and providing training to designated Club personnel related to their competition administration obligations; and
- Other tasks as required within the work level standards of the role.

Required Capabilities

1. Demonstrated experience and knowledge of Sports TG or similar systems with the ability to acquire that proficiency in a short period of time with training ;
2. Well developed oral and written communication;
3. Demonstrated effective customer service, including relationship building capacity and problem solving ability in a calm and professional manner;
4. Demonstrated competency, at a basic level, in the use of organisational social media platforms;
5. Demonstrated competency, preferably at the intermediate level, in Word and Excel Microsoft applications;
6. Under limited direction, ability to plan, organise and deliver outputs within deadlines and to exercise good judgement on competing priorities.

Other

- A current driver's license and own car, as some travel within the City of Hume will be required, for which a car allowance will be payable;
- Availability to work on Saturdays, when the BBA Junior Domestic Competition operates.

