



Competitions and Office Coordinator

Position Description 2024

Organisation

The Mildura Basketball Association (MBA) is the largest association in Northwestern Victoria and the main provider of basketball in the Sunraysia district. We have over 3,000 participants competing in various basketball programs annually.

Our programs include grassroots development, junior and senior domestic competitions, state representative and high-performance programs and referee and coaching development.

Focus

Mildura Basketball operates within the sport and recreation industry. Our focus is to continually modernise our basketball and administrative expertise, while continuing to improve how the association resources, communicates, and develops our various programs and competitions.

Participants are not just primarily basketball players, but also include referees, coaches, parents, supporters, commercial partners, and staff.

Objective

The Competitions and Office Coordinator works as part of the operations team and is responsible for supporting the effective administration of the MBA competitions, programs and facility operations. The Competitions and Office Coordinator will work closely with the domestic club presidents, representative committees and is a key point of contact for MBA member and general public enquiries.

Reports

- ❖ The Competitions and Office Coordinator is a member of the MBA operations team and reports to both the General Manager Administration and Director of Participation and Development

Key Relationships

Internal

- ❖ MBA General Manager
- ❖ MBA Director Participation and Development



- ❖ MBA Board

External

- ❖ Referees
- ❖ Club Presidents
- ❖ Players
- ❖ Coaches
- ❖ Parents / Spectators
- ❖ Mildura Sporting Precinct staff
- ❖ Stadium Hirers
- ❖ Program Participants

General duties

- ❖ Uphold the values of the MBA.
- ❖ Be the first point of contact for our most valuable asset – our customers.
- ❖ Reception duties including answering and making phone calls and responding to email, Facebook and website enquiries.
- ❖ Manage stadium hire bookings and enter into the booking system.
- ❖ Assist and Coordinate competition presentations including ordering and collection of medals and trophies and ensuring presentation space is available.
- ❖ Maintaining and ordering of stock supplies and stationery.
- ❖ Competition management administration, including preparation and management of the referee roster.
- ❖ Compliance and Governance, including but not limited to meeting preparation, policy writing, management of WWC database and support for building compliance.
- ❖ Discipline administration and Tribunal preparation and attendance.
- ❖ Program administration, including preparation of certificates and management of court bookings, school program administration and Junior Heat committee support.
- ❖ Administration support to both the General Manager and Director of Participation and Development.
- ❖ Banking and collection of mail as required.
- ❖ Website and social media content.
- ❖ Game Day Coordinator shifts as rostered.
- ❖ Other duties as assigned.



Requirements – Qualifications and Experience

- ❖ A permanent right to work in Australia.
- ❖ To have or willing to obtain a Working With Children Check and First Aid Certificate.
- ❖ Drivers Licence.
- ❖ Honest, reliable and disciplined.
- ❖ Sport and recreation passion.
- ❖ Be able to work effectively individually as well as part of a team and represent MBA in a professional manner.
- ❖ Previous experience working in a membership-based environment or sports facility is desirable but not essential.
- ❖ Previous experience in managing volunteers.
- ❖ Strong IT Skills
 - MS office proficient
 - Database management
- ❖ Basic ability to set priorities, plan work programs, meet deadlines and manage time effectively.

Appointment Terms

- ❖ Full-time salaried position (38 hours per week).
- ❖ Regular rostered evening work required
- ❖ This is a permanent role with a three-month probationary period.