



Competitions and Office Coordinator

Mildura Basketball Association

Mildura, VIC

Full time (up to 30 hours per week)

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.

Description

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

General duties

- ❖ Uphold the values of the MBA.
- ❖ Be the first point of contact for the MBA.
- ❖ Reception duties.
- ❖ Manage stadium bookings.
- ❖ Assist and Coordinate competition presentations.
- ❖ Maintaining and ordering of stock supplies and stationery.
- ❖ Competition administration.
- ❖ Compliance and Governance.
- ❖ Discipline administration and Tribunal preparation and attendance.
- ❖ Program administration.
- ❖ Administration support.
- ❖ Website and Social Media content.
- ❖ Banking and collection of mail as required.
- ❖ Other duties as assigned.



Essential 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.
- ❖ 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

Appointment Terms

- ❖ Part-time salaried position (up to 30 hours per week).
- ❖ Ad hoc rostered evening and weekend work may be required.
- ❖ This is a permanent role with a three-month probationary period.

Application Instruction

Please submit Resume and Cover Letter detailing your relevant experience to manager@mildurabasketball.com.au