

COMPETITION MANAGER – DOMESTIC COMPETITIONS

Kalamunda & Districts Basketball Association

Part-time

Organisational Context:

Established in 1968, the Kalamunda & Districts Basketball Association (KDBA) is the premier basketball body in the Eastern Metropolitan Region of Western Australia. We are an incorporated non-profit organisation with an independent Board of Directors.

We embrace the competitive, recreation and developmental elements of basketball across domestic competition as well as representative competition in the State Basketball League (SBL) and WA Basketball League (WABL).

This vacancy is positioned within the Competition Portfolio of KDBA.

Job Description:

The Competition Manager must be passionate about basketball and motivated to coordinate the Domestic Competitions at KDBA. The competitions are expected to be managed on a high level of coordination, communication and adapting to the changing needs of the competitions. The Competition Manager is to ensure the promotion of the Association (and its SBL/WABL representative teams, the Eastern Suns), team satisfaction and team retention throughout the competitions.

The Competition Manager has ultimate control of the Stadium use during basketball domestic competition. This position makes decisions for the benefit of KDBA, both for the game operations and for the care of the building and equipment.

Major Responsibilities:

- Oversee the Domestic Competitions (currently Monday, Wednesday and Thursday afternoons/evenings) by ensuring that the games run smoothly;
- Duties range from signing up new teams to setting up and closing down of the stadium;
- Enforcing the rules of the Association and maintain ongoing communication with teams in the leagues;
- Ongoing assessment and evaluation of the Domestic Competitions and implement Board decisions;
- Implement the Association's promotional/marketing strategies to maintain team and player numbers in our competitions;
- Administrative duties include entering scoresheets into our competition management software and ensuring fixtures are up to date;
- Supervising competitions during competition nights and ensuring that the games run smoothly and on time. This may include front counter work such as processing match fees from teams, fines and other transactions.

Additional Responsibilities:

- Participate in departmental meetings;
- Provide ongoing simple maintenance to basketball equipment and reporting on safety hazards and malfunctioning equipment;
- Supervise support staff, including referees, officials and volunteers;
- Identify and resolve problem areas within the competitions to ensure Association objectives are reached;
- Complete additional duties as required.

Qualifications:

- Maintain First Aid certification;
- Experience in coordinating sports and/or leagues;
- Excellent verbal and written communication skills;
- Knowledge of computers and MS Office suite;
- Knowledge of sports planning, control and scheduling;
- Strong interpersonal and organizational skills;
- Demonstrated customer service, public relation and conflict resolution skills;
- Experience with MYOB and SportsTG applications (desirable).

How to Apply

We are looking to fill this position immediately. Apply with your Resume and email describing how you are suited to the role to admin@kalamundabasketball.com.au