



POSITION DESCRIPTION

JOB TITLE	: PARTICIPATION OFFICER
LOCATION	: Bendat Basketball Centre, 201 Underwood Ave, Floreat, WA
EMPLOYER	: Basketball WA
TERM	: Permanent Full Time
REPORTS TO	: Participation Manager
SALARY RANGE	: \$45,000 - \$50,000 (plus super 9.5%)

Purpose of the Role

To grow basketball in schools and throughout the broader community and to support the ongoing development of basketball in both its traditional forms (5 on 5) and new formats of the game (such as 3x3).

Key Tasks & Areas of Responsibility

- Expand the reach and regularity of entry level basketball programs for children by promoting and administering the Aussie Hoops and Sporting Schools programs.
- Plan and coordinate events and carnivals that expose the community to a range of opportunities to participate in basketball through liaison with Local Governments, Basketball Associations, community groups and other key stakeholders.
- Foster the growth and development of 3x3 basketball by coordinating and running events such as 3x3Hustle and Streetball.
- Deliver basketball events, carnivals and promotions, including assisting with the “bump-in” and “bump-out” of events using Basketball WA’s portable basketball courts.
- Promote, administer and deliver school basketball carnivals, such as the Smarter than Smoking School Slam Series, in collaboration with local schools, Basketball Associations and our school partners (School Sport WA and SEDA).
- Assist in the marketing and promotion of participation activities via social media and other means of communication.
- Other basketball participation and event activities as directed.

Type of Person We Are Looking For

Basketball WA is seeking a candidate who shares our vision for the sport and our corporate values:

Smart

1. Always striving to be the best that they can be.
2. Willing to contribute ideas to make things better.

Passionate

3. Passionate about sport.
4. Hard working and gives 100% effort.
5. Enthusiastic and fun.

Open

6. Open to new opportunities and willing to learn.
7. Friendly and gets on well with other people.

Responsible

8. Honest, reliable and respectful.

Together

9. Chips in, helps out and gets things done.

10. Team first approach.

Essential Criteria

- Ability to plan projects/events, prioritise tasks and achieve deadlines.
- Sound communication skills and the ability to effectively communicate with a wide range of stakeholders either in person, over the phone, via email or in writing.
- Ability to work independently and with a minimum of supervision, whilst also contributing effectively towards team objectives and goals.
- Strong IT competency, including proficiency in the use of the Microsoft Office suite.
- Current driver's licence and accessibility to own transport.
- Current and valid Working with Children's card (will need prior to commencement).
- Preparedness to be flexible with working hours, particularly during scheduled events when some weekend and after-hours work will be required.

Desirable Criteria

- Relevant training or qualifications in sports or event management.
- Experience working within the sporting industry.
- Experience planning, setting up and managing events, such as sports clinics, camps or training programs.
- Specific involvement in basketball, including any qualifications or experience coaching and/or refereeing basketball.
- Working knowledge of Aussie Hoops, Sporting Schools or Sports TG.

To Apply:

Please send your CV and a cover letter introducing yourself to:

michael.cake@basketballwa.asn.au.

Applications due COB Thursday 14 March 2019.

For more information, please contact Michael Cake on 6272 0741.