School Tournaments Coordinator
Job Description

Position Summary:

Primary Role: To coordinate in a timely and accurate manner a series of Hoop Time Round Robin Days & Victorian College Championships Round Robin Tournaments held at local basketball stadiums around Melbourne. The role may also include coordinating Champions Cup days or a Molten 3x3 Challenge event. This position will deal with the Manager of Basketball Operations, School Programs Coordinator, Hoop Time Admin Assistant, other School Tournaments Coordinators & Referee Supervisors, referees and the school community (teachers, coaches and parents).

This position requires a hands-on person with drive and initiative, who is meticulous in regard to accuracy and completion of work requirements, is sensitive to customer needs and who can work with people to get consistent performances.

The ideal persons will be honest and trustworthy, will have a sound knowledge of Basketball and in particular the schools programs Basketball Victoria provides, have excellent written and verbal communication skills, will be able to demonstrate time management skills, will be able to deal with conflict and difficult situations, be able to multi task and have great interpersonal skills.

Skills Required

1.0 Communication Skills

1.1 Basic Verbal Communication - Ability to communicate using appropriate vocabulary and grammar to:
1.1a obtain information,
1.1b explain procedures on how the day will be coordinated and
1.1c persuade others to accept or adopt a specific task, action, etc.
1.1d communicate effectively & clearly any issues or problems to School Programs Coordinator, Referees & Tournament Coordinators.

1.2 Public Speaking - Ability to make verbal group presentations.
1.2a explain procedures to schools at the start of the day and
1.2b to make presentations at end of the day

1.3 Impromptu Speaking - Ability to speak on short notice.
1.3a discussing a variety of job-related topics on short or no notice and
1.3b handling rapid changes in conversation involving difficult questions

1.4 Speaking with People of Various Backgrounds - Ability to speak with persons of various social, cultural, economic and educational backgrounds.

2.0 Administrative Skills

2.1 Collection of program documentation - this involves coming to Basketball Victoria's offices to be prepared for any tournament days run.
2.1a coordinators will be required to collect scoresheets, pool sheets, result sheets, summary sheets, referee payments, certificates, vouchers, and prizes.

2.2 Preparation of paperwork - documentation required in the coordination of any schools tournament run.
2.2a this involves preparing the scoresheets, results sheet, and pool sheets,
2.2b this documentation needs to be prepared at least 24 hours prior to the day

2.3 Lodgment of Documentation – Summary sheet of results & scoresheets lodged to School Programs Coordinator at Basketball Victoria
2.3a ensuring all necessary documentation has been completed,
2.3b lodgment requirements met 100% of the time and
2.3c documents lodged no later than 24 hours after the day of the tournament

2.4 Venue Preparation - all necessary documentation & any signage will be required to be put out at beginning of each day.
2.4a Score sheets placed on score benches,
2.4b Pool Sheets posted up in an area available to all participants to view and
2.4c Liaise with referees and stadium management to ensure that all courts are in working order meaning that scoreboards are working, playing conditions are appropriate (no water on court etc...)
2.5d Set up Hoop Time and any signage as directed around stadium prior to 9:15am on scheduled Hoop Time days.

2.5 Event Administration – requirements to administer the day successfully.
2.5a accurately record game results in results table and pool sheets,
2.5b have the ability to read and fixture a finals series,
2.5c have the capability to alter the fixture/schedule at short notice if a team/s fails to turn up to game or the day itself and
2.5d if fixtured you will be required to run a shootout competition
2.5e ability to diffuse any unexpected situations or tactfully approach all situations presented rationally and calmly, using good people management skills.

3.0 Other

3.1 Personal Traits - punctual, efficient, professional and courteous at all times with clients and fellow employees alike.

3.2 Work in harmony - It is expected that you will work in harmony with clients, other staff including referees and management both stadium and Basketball Victoria

3.3 General cleaning of stadium - coordinator will be required to assist with cleaning of the stadium at the end of the day's proceedings

3.4 Conflict of interest - if for whatever reason a situation arises that produces a conflict of interest or puts the coordinators ability to make rational decisions into any doubt. They must remove themselves from the situation immediately and allow the supervisor or stadium management to deal with the situation.

4.0 Hours of Duty

The School Tournaments Coordinator role is a casual position and will be required to work between the hours of 9.00am to 2.45pm on designated round robin days. Some days may run up to 3.00pm depending on the type of competition it is. This time does not include the time required to write up scoresheets & pool sheets etc for each day which will need to be done in coordinators own time.

5.0 Remuneration

School Tournaments Coordinators will be paid $120 per day for 2017.

Basketball Victoria has a responsibility to ensure the safety of all by maintaining high standards of professional conduct from its employees.

In meeting this responsibility Basketball Victoria must be satisfied that all prospective employees meet the highest standards of probity and suitability before they are employed. It is critical that those high standards be maintained, if not improved, and for that purpose you are required to submit a working with children check form.

Successful applicants will need their own transport, at least an introductory level knowledge of the sport and be contactable by email and mobile throughout the year, especially on scheduled tournament days.

Please contact School Programs Coordinator, Chris Angus on (03) 9837 8084 for more information or email chris.angus@basketballvictoria.com.au

Closing Date: 3pm Friday 3rd February, 2017