

# **SOUTHERN PENINSULA BASKETBALL ASSOC (INC)**

POSTAL ADDRESS: PO BOX 122 DROMANA 3936

EMAIL: ADMIN@SHARKSBASKETBALL.COM.AU



## **POSITION DESCRIPTION – SPBA Stadium Manager**

**Job title:** Stadium Manager

**Reporting to:** Competitions Manager

**Remuneration:** All employees are paid under the Fitness Industry Award 2010.

**Hours:** Tuesdays afternoons/evenings during school terms with the potential for more shifts in the future.

**Type of employment:** Casual

**Location:** Dromana Basketball Stadium or Hillview Stadium, Rosebud.

Southern Peninsula Basketball Association are seeking a vibrant and enthusiastic individual to join our Stadium Manger team.

## **Key responsibilities & duties**

- Be the first point of contact for member queries
- Set up and pack up courts for competitions run
- Check venue for Occupational Health and Safety issues
- Take game fees
- Pay referees
- Manage Pro Shop sales
- Reconcile money
- Work in canteen as required
- Any other tasks as reasonably set by the Competitions Manager

**DROMANA BASKETBALL CENTRE  
OLD WHITE HILL ROAD  
DROMANA 3936**

**PHONE: 03 5981 0347**

**[WWW.SHARKSBASKETBALL.COM.AU](http://WWW.SHARKSBASKETBALL.COM.AU)**

**HILLVIEW STADIUM  
BONEO ROAD  
ROSEBUD 3939**

**PHONE: 03 5981 1770**

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### **Essential requirements**

- Aged 18 years of age or older
- Holds a valid Working With Children Check
- Basic knowledge of basketball and/or experience of the operations of sporting organisations

This position for the most part will be unsupervised therefore the ideal applicant should demonstrate:

- Ability to multi-task
- Ability to work in a team or on your own
- Excellent organizational, communication and customer service skills
- Strong initiative including to make decisions relevant to this position
- Professionalism and attention to detail

### **Preferred requirements (but not essential)**

- Basic understanding of use of iPads and Laptops for the purpose of stadium scoring and Point of Sale
- Past experience of handling money

Please email your resume and cover letter to Competitions Manager, Ben White at [bwhite@sharksbasketball.com.au](mailto:bwhite@sharksbasketball.com.au).

*Applications close Thursday 21<sup>st</sup> of November, 2018.*

If you have any questions regarding this position, please contact us.

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