

## POSITION DESCRIPTION – Venue Supervisor

<b>POSITION TITLE:</b>	Venue Supervisor
<b>DIRECTLY REPORTS TO:</b>	Competitions Manager
<b>POSITION STATUS:</b>	Casual Employee
<b>REMUNERATION:</b>	All employees are paid under the Fitness Industry Award 2020
<b>COMPLIANCE:</b>	Working with Children Check, Proof of legal entitlement to work in Australia (if applicable)
<b>1. POSITION OBJECTIVE:</b>	
<p>Southern Peninsula Basketball Association (SPBA) is seeking a vibrant and enthusiastic individual to join our Venue Supervisor team.</p> <p>Reporting to the Competitions Manager, our Venue Supervisors (formerly known as Stadium Managers) prepare and supervise game day operations and programs.</p> <p>Our Venue Supervisors are the first point of contact for everything on game days and play a pivotal role in delivering our successful competitions and programs.</p>	
<b>2. KEY DUTIES AND RESPONSIBILITIES:</b>	
<p><b>The Customer Service Officer role includes but is not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• Be the first point of contact for member queries during competition times</li> <li>• Set up and pack up venue for competitions and programs</li> <li>• Check venue for Occupational Health and Safety issues</li> <li>• Take money for game fees, pro shop and canteen</li> <li>• Reconcile money</li> <li>• Work in the canteen as required</li> <li>• Any other tasks as reasonably set by the Competitions Manager</li> </ul>	
<b>3. REQUIREMENTS:</b>	
<p><i>Essential</i></p> <ul style="list-style-type: none"> <li>• Aged 18 years of age or older</li> <li>• Hold a valid employee Working With Children Check</li> </ul> <p><i>This position for the most part will be unsupervised, therefore the ideal applicant should demonstrate:</i></p> <ul style="list-style-type: none"> <li>• Ability to multi-task</li> <li>• Ability to work in a team or on your own</li> <li>• Excellent organizational, communication and customer service skills</li> <li>• Strong initiative including to make decisions relative to the position</li> <li>• Professionalism and attention to detail</li> </ul> <p><i>Preferred (but not essential)</i></p> <ul style="list-style-type: none"> <li>• Past experience in handling money</li> </ul>	