



# Community Programs Coordinator Position

## Description

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<b>JOB TITLE</b>	Community Programs Coordinator
<b>DATE</b>	1 <sup>st</sup> July 2022
<b>TYPE</b>	Part Time Employee – 15.2 hours <b>plus</b> program hours
<b>REPORTS TO</b>	General Manager

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## Organisational Context

### Southern Peninsula Basketball Association

The Southern Peninsula Basketball Association (SPBA) is the largest not-for-profit sporting organisation on the Mornington Peninsula. Our objective is to administer the sport of basketball from Mornington to Sorrento. Providing an avenue for its players, coaches, officials and administrators to participate and develop through organised competitions and development programs.

Southern Peninsula Basketball Association represents our members of all skill levels, abilities and ages. We provide a range of services, including competitions, development programs, high performance programs and further development opportunities for our players, coaches, referees, administrators and volunteers. We pride ourselves on our community involvement in the wider Mornington Peninsula region. These services/programs focus on providing development opportunities in a fun, safe and engaging environment. SPBA operates across multiple venues, including Dromana, Rosebud & Sorrento

Southern Peninsula Basketball Association is governed by a Board of Management primarily elected by the members and it holds affiliation and accreditation with Basketball Victoria.



03 5981 0347



Dromana Basketball Stadium  
Old White Hill Road, Dromana  
Hillview Stadium  
Boneo Road, Rosebud



[www.sthpen.com.au](http://www.sthpen.com.au)  
PO Box 122 Dromana, 3936



Further information about Southern Peninsula Basketball Association, its programs and services are available on the Southern Peninsula Basketball Association website at [www.sthpen.com.au](http://www.sthpen.com.au).

## **Our Values**

### **We are RESPECTFUL**

We show admiration and consideration for abilities, qualities, achievement and cultures of each other and the broader community. Our respectful behaviour earns the respect of others for all that we do as individuals and as an Association.

### **We are INCLUSIVE**

We provide a program that involves all of our community, regardless of background or ability. In conjunction with a culture that is fun, healthy and accessible.

### **We are TRUSTWORTHY**

We operate with integrity, honesty and empathy in the willingness to accept and support a cohesive team culture.

### **We foster ENJOYMENT**

We provide a positive environment that brings joy to the community within a social, safe and fun setting.

### **We drive EXCELLENCE**

We constantly look for ways to improve and inspire success whilst providing diverse opportunities and aspiring to achieve the highest quality.



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## Purpose

The Community Programs Coordinator plays an integral part ensuring a positive relationship exists with the community including clubs, schools, inclusion groups and the wider community.

This role encourages participation in basketball by all members of the community to build a culture of basketball as everyone's game.

Our focus is on maintaining a community-based culture at SPBA where we value all members, encourage diversity and celebrate our shared love of basketball.

The Community Programs Coordinator works alongside other employees to engrain a rich community-based environment.

## Key Responsibilities

### *Programs*

- Administration and delivery of all SPBA program offerings. The position will coach the programs and be paid per hour accordingly on top of the base hours. Programs include:
  - Development programs (Aussie Hoops, Baby Sharks, Domestic Sessions, VJBL Sessions)
  - Inclusion programs (All Abilities, Walking Basketball, Indigenous Participation)
  - School holiday programs
  - Sporting Schools Program
  - School Academy Programs
  - Come and try days
  - Big V clinics and engagements
- Work alongside the Director of Coaching to develop and grow the SPBA pathways and offerings for players and coaches
- Promotion of programs in the community

### *Relationships*



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- Develop and grow relationships with schools and clubs to provide exposure of basketball to new markets of potential participants
- Develop and grow relationships with other external stakeholders, including governments, sponsors, local businesses and community groups

#### *Domestic Competition*

- Work with our Basketball Administrator & Director of Coaching to organise events to engage domestic members
- Work with our Basketball Administrator to implement strategies that facilitate growth

#### *Senior Representative Program*

- Implement and drive the game day experience at Big V games
- Implement and grow Big V Membership packages

#### *Tournament*

- Assist in the running of our Annual Junior Representative Tournament

#### *Planning & Evaluation*

- Monitor and evaluate the SPBA Strategic Plan, Annual Work Plans and Performance Indicators related to competition based activities.
- Summarise all program based growth and performance objectives and make recommendations for future improvement.

## **Inclusion**

SPBA has a commitment towards the inclusion of all members of the community across all facets of our sport. SPBA recognises the influence and impact sport has on the wider community and encourages participation from the wider community regardless of age, race, religion, or disability.



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## Selection Criteria

All offers of employment are subject to satisfactory proof of eligibility to work in Australia, reference checks and a Working with Children Check. All applicants must have a current Victorian Driver's License. The role includes some local travel, as well as occasional evening and weekend work.

### Essential

- Highly organised with the ability to be self-motivated, responsive and flexible in an environment with time pressures and multiple priorities.
- Highly developed interpersonal skills with the ability to communicate with all members of the Basketball community.
- Ability to maintain confidentiality and accept responsibility.
- Ability to represent Basketball in a professional and respectable manner.
- The willingness to commit to the inclusion of all members of our culturally diverse community in the sport of Basketball.
- Highly developed written and verbal communication skills with high attention to detail and influencing and negotiating skills.
- Strong administration skills.
- Intermediate computer skills across all Microsoft Office programs.
- Customer service focused – committed to providing customer service across all channels – written, phone and face to face.
- Positive approach to change and growth.

### Desirable

- A tertiary qualification in Sports Management, Project Management or a related discipline and/or experience in a related field.
- Understanding of basketball or the broader sports sector in Australia.
- The ability to analyse data and make recommendations for future improvement.



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- Experience in the use of the PlayHQ Administration Portal.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

## Key Performance Indicators

- Growth in programs participation
- Implementation of inclusion programs
- Big V Season Memberships sold
- Spectator attendance numbers at Big V games



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**ACKNOWLEDGEMENT**

I certify that I have read, understood and accept the duties, responsibilities and obligations of my position.

**SIGNED BY YOU**

.....

Employee

.....

Date

**SIGNED BY MANAGEMENT**

.....

Manager

.....

Date



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