



Geraldton Basketball Association

<b>Position Description</b>	
<b>Position Title</b>	Development Officer – Geraldton Amateur Basketball Association
<b>Occupant</b>	Caretaker
<b>Employment Status</b>	Full-Time, contracted to June 30 2019
<b>Remuneration</b>	To be discussed with suitable Applicants
<b>Position Report To</b>	GABA President & Board of Directors
<b>Date</b>	August 2018
<b>Position Overview</b>	The Development Officer position will play a vital role in growing the game of Basketball in the Geraldton-Mid West region. The role will essentially cover the planning, management and delivery of all junior basketball programs, including all training courses sanctioned by the association.
<b>Key Relationships</b>	<ol style="list-style-type: none"> <li><b>1. Internal</b> <ol style="list-style-type: none"> <li>a) GABA President &amp; Board of Directors</li> <li>b) Administration Staff</li> <li>c) GABA Club Presidents</li> <li>d) GABA Club Junior Delegates</li> <li>e) Buccaneers Head Coach &amp; Assistants</li> <li>f) Midwest Academy &amp; Young Guns Coaches &amp; Assistants</li> </ol> </li> <li><b>2. External</b> <ol style="list-style-type: none"> <li>a) Local media outlets</li> <li>b) Department of Sport &amp; Recreation</li> <li>c) Midwest Academy of Sport</li> <li>d) State &amp; Local Program Sponsors</li> <li>e) State &amp; Local Government</li> </ol> </li> </ol>
<b>KPI</b>	<ol style="list-style-type: none"> <li>1. Conduct 120 School Coaching clinics. Clinics are of 45 minute duration with each age group in each school within a 100km radius of Geraldton targeted for 3 clinics. Schools within the Mid-West region located more that 100km from Geraldton should be targeted at least once annually.</li> <li>2. Conduct 3, week long, after school coaching clinics and 3 week long school holiday clinics to foster skills development among junior participants.</li> <li>3. Conduct 2 6-8 week Aussie Hoops programs annually.</li> <li>4. Develop and Manage the High Performance Young Guns program.</li> <li>5. Coordinate the Midwest Basketball Academy inclusive of talent identification and program implementation. Identify a minimum of 50 participants from Under 11 to Under 17 age groups to be selected in the Academy, to be run over Terms 2 and 3 annually.</li> <li>6. Arrange and conduct 3 coach and referee Development Clinics – Level 0 and Level 1 to build capacity in coaching and referee ranks.</li> </ol>
<b>Position Responsibilities</b>	<ul style="list-style-type: none"> <li>• Act as Head Coach of the Midwest Academy and SPP development programs</li> <li>• Work closely with BWA Head Coach of the High Performance program</li> <li>• Liaise with BWA regarding nomination and selection of local players in representative programs such as Southern Cross, WA Country etc</li> </ul>

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- Liaise with BWA regarding visits to Geraldton by Development Staff and communicate with the Administrator/Board and participants for maximum participation.
- Provide specialist coaching support to junior and senior club.
- Responsible for the selection of coaches and help with team selections for BWA and Country Championship Tournaments.
- Coordinates training roster including Court Bookings for the BWA and Country Week teams.
- Provide specialist coaching support to junior and senior club coaches
- Conduct coaching clinics and encourage coach accreditation
- Conduct school clinics throughout the Midwest and Gascoyne regions
- Monitor afternoon training sessions during the domestic competition
- Act as Games Controller for Friday night junior fixtures and selected weekend fixtures, including all finals as required
- Coordinate and select coaches and help with team selections for BWA and Country Championship tournaments.
- Coordinate training roster including court bookings for the BWA and Country Week teams.
- Coordinate accommodation & transport for BWA and Country week teams in consultation with the GABA Board.
- Travel to Perth for BWA & Country Week carnivals as required.
- Travel to Perth or be available to phone in as required for BWA Meetings.
- Conduct School Holiday clinics.
- Organise junior winter comp including arranging coaches, team make-up and fixtures.
- Promote, coordinate and increase numbers in the Aussie Hoops Junior Development program
- Office Administration work as required.
- Travel to remote communities to conduct clinics and promote the appropriate BWA sponsorship.
- Work in consultation with the GABA Board and/or Referee Coordinator to introduce new referees and provide accreditation courses/development opportunities.
- Provide written reports to monthly GABA Board Meetings, including updates on KPI Targets.
- Promote junior basketball through publishing articles on the GABA website, social media as well as contacting local media agents.
- Plan, promote and conduct carnivals for local primary & high schools.



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<p><b>Key Knowledge, Skills, Competencies &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Demonstrate extensive understanding of the sport</li> <li>• Ability to plan, set up and manage camps/clinics</li> <li>• Sound communication skills and the ability to effectively communicate with a wide range of stakeholders either in person, over the phone or via E-Mail/In writing</li> <li>• Refined interpersonal skills and an approachable manner with the ability to build collaborative relationships with all staff and stakeholders.</li> <li>• The ability to work within project budgets and meet financial targets</li> <li>• Strong IT competency – proficient in the use of MS Word and Excel</li> <li>• Experience in using the Basketball Network (Sportingpulse) and stadium scoring software</li> <li>• Effective organisation and administration skills.</li> <li>• Demonstrated ability to plan work programs, prioritise tasks and meet deadlines</li> <li>• Maintain confidentiality and establish trust in working relationships</li> <li>• Preparedness to be flexible with working hours particularly during peak times and major events</li> <li>• Complies with organisation OH&amp;S Policies</li> </ul>
<p><b>Qualifications</b></p>	<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"> <li>• Current Level 1 Coaching Accreditation</li> <li>• Current National Police Clearance</li> <li>• Current Working with Children Card</li> <li>• Current WA Driver’s License</li> </ul> <p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"> <li>• Current Level 2 Coaching Accreditation</li> <li>• Current First Aid Qualifications</li> </ul> <p><i>(must be obtained within three months at own cost)</i></p>



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