

Position Description		
Position Title	Development Officer – Geraldton Amateur Basketball Association	
Occupant	Caretaker	
Employment Status	Full-Time, contracted to June 30 2019	
Remuneration	To be discussed with suitable Applicants	
Position Report To	GABA President & Board of Directors	
Date	August 2018	
Position Overview	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.	
Key Relationships	<ul> <li>1. Internal <ul> <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> </ul> </li> </ul>	
	<ul> <li>2. External <ul> <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> </ul> </li> </ul>	
KPI	<ol> <li>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>Conduct 3, week long, after school coaching clinics and 3 week long school holiday clinics to foster skills development among junior participants.</li> <li>Conduct 2 6-8 week Aussie Hoops programs annually.</li> <li>Develop and Manage the High Performance Young Guns program.</li> <li>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>Arrange and conduct 3 coach and referee Development Clinics – Level 0 and Level 1 to build capacity in coaching and referee ranks.</li> </ol>	
Position Responsibilities	<ul> <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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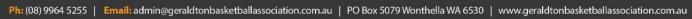
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•	Liaise with BWA regarding visits to Geraldton by Development Staff and communicate with the Administrator/Board and participants for maximum participation.
•	Provide specialist coaching support to junior and senior club.
•	Responsible for the selection 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.









	<ul> <li>Demonstrate extensive understanding of the sport</li> </ul>
	<ul> <li>Ability to plan, set up and manage camps/clinics</li> </ul>
Key Knowledge, Skills,	<ul> <li>Sound communication skills and the ability to effectively communicate</li> </ul>
Competencies &	with a wide range of stakeholders either in person, over the phone or via
Behaviours	E-Mail/In writing
	Refined interpersonal skills and an approachable manner with the ability to
	build collaborative relationships with all staff and stakeholders.
	<ul> <li>The ability to work within project budgets and meet financial targets</li> </ul>
	<ul> <li>Strong IT competency – proficient in the use of MS Word and Excel</li> </ul>
	<ul> <li>Experience in using the Basketball Network (Sportingpulse) and stadium scoring software</li> </ul>
	Effective organisation and administration skills.
	• Demonstrated ability to plan work programs, prioritise tasks and meet
	deadlines
	<ul> <li>Maintain confidentiality and establish trust in working relationships</li> </ul>
	Preparedness to be flexible with working hours particularly during peak
	times and major events
	Complies with organisation OH&S Policies
	ESSENTIAL:
Qualifications	Current Level 1 Coaching Accreditation
	Current National Police Clearance
	Current Working with Children Card
	Current WA Driver's License
	DESIRABLE:
	Current Level 2 Coaching Accreditation
	Current First Aid Qualifications
	(must be obtained within three months at own cost)



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