

## **Job Specification – Basketball Administration Officer**

South Adelaide Basketball Club seeks an Administration Officer to join our team. South Adelaide is one of the biggest basketball clubs in South Australia and has close to 1000 members.

### **Position Purpose:**

The Administration Officer is responsible for the general running of all administrative tasks and Club events that help South Adelaide function in a smooth and transparent way. You will work closely with the Secretary and Junior and Senior Program Managers. The successful person will work out of the Marion Basketball Stadium to service our current and potential members. A high level of people skills is required as well as being highly organised and motivated.

### **Key Responsibilities / Duties:**

- Monitor club emails on a daily basis
- Handle membership enquiries
- Database maintenance including updating details, data entry and assisting players and officials with self registration.
- Team registrations with Basketball SA each season
- Assist new players joining the club, including allocation of playing numbers & information on uniforms.
- Event Management and assistance as required, including
  - Junior, SDJBL & Senior Presentation Days
  - General Sponsorship & Fundraising Events held during the year
- General financial & cash handling duties as required, including assisting the treasurer with monitoring of fees paid by members.
- Support SABC staff and volunteers, including
  - Drop and organise school flyers drop offs for all SABC programs, i.e. trials and clinics.
  - Prepare and submit Tournament applications (State Champs, Classics)
  - Other administrative tasks as required
- Co-ordinate training venues and manage Key Register.
  
- Other duties consistent with the role where required and/or requested from time to time.

### **Experience & Qualifications Required:**

- Computer literacy in the various Microsoft applications.
- Excellent communication and written skills.
- Well organised and able to work under pressure, especially at the beginning of the season and peak times throughout the year.

- Be self motivated, enthusiastic and work well in a team environment.
  - Experience in database management
  - Knowledge of the Sports TG or be prepared to be trained in this system
  - Knowledge of the club membership products and external requirements (Basketball SA membership fees etc).
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#### **5. Special Conditions:**

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- The appointee will be required to complete a Police Certificate Check and undertake all requirements to comply with Basketball SA's Coach Registration Policy prior to confirmation of appointment.
- The appointee will uphold the values of the South Adelaide Basketball Club.
- The appointee requires a current driver's licence and their own transport.
- This is a casual position based on 10-20 hours per week mainly through school term, and will be based at the Marion Basketball Stadium with approximate hours of 10am to 2pm. This will be negotiated with the successful applicant.

Please send through your resume with an attached cover letter to [secretary@southadelaidebasketball.com.au](mailto:secretary@southadelaidebasketball.com.au) Applications close October 6<sup>th</sup> at 5pm.