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## JOB DESCRIPTION

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<b>Position Title:</b>	<b><i>Basketball Operations Coordinator</i></b>
<b>Status:</b>	New Role
<b>Term:</b>	Full-time, fixed-term contract of 2-years
<b>Remuneration:</b>	\$55,000-\$60,000 OTE + super
<b>Reports To:</b>	Chief Operating Officer
<b>Direct Reports:</b>	Nil

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### Overall Position Objective:

To coordinate the Association's primary Basketball programs and activities, both from a high-performance and participation basis, with a view to growing participation rates and delivering accessible, high-quality Basketball experiences internally and across Perth's northern coastal community.

The role will form critical relationships with members, local schools, agencies and institutions, growing and expanding the Association's Basketball footprint and profile and influence across the community. This will include leading and further growing the club's Wolfpack Aussie Hoops junior development program, working with the club's identified coaches and SBL pathway athletes in the high-performance Wolfpack Futures program, along with delivering coaching and player development to support and grow Basketball capability in our people.

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### Key Responsibilities:

#### High Performance & Coach Development Settings

- Review and refine the club's high-performance principles, operations and lead enhancement activity
- Lead coach development activities, fostering and maintaining effective relationships with coaches
- Undertake coach mentoring, with a primary focus upon assisting the club's WABL Head Coaches
- Develop junior coaching 'Wolfpack Way' philosophy, engaging and consulting club-wide to gain insights
  - *Develop practical coach curriculum and learning tools, particularly with a digital focus*
  - *Manage knowledge translation of the coach curriculum to provide accessible and practical coaching resources to assist and educate coaches of all levels within the Association.*
- Coordinate and deliver the 'Wolfpack Futures' program - meeting and exceeding set deliverables
  - *Coordinate and deliver the 'Wolfpack Futures Tour' - a learning & development experience for athletes*
- Coordinate and deliver the club's 'WABL Skills Sessions' - driving performance across athletes and capability across coaches
- Coordinate and deliver the club's SBL player appearance and club integration program – creating important interactions and meaningful and effective club-wide engagement
- Develop new programs that increase skill development opportunities for members on the high performance pathway

#### Participation & Community Development Settings

- Deliver Wolfpack Aussie Hoops sessions in-line with national curriculum and Wolves program model
  - Further grow and improve the club's Under 8 competitions; focusing upon fundamental skill development
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- Work alongside key stakeholders and agencies, utilising the sport of Basketball to engage and activate northern coastal communities
- Deliver a series of School Holiday Camps that cater for various levels of player development, growing the Association's position as a destination for inclusive, innovative basketball experiences
- Deliver a series of Workshops/Clinics at schools within the northern region that cater for various levels of player development;
- Deliver intensive Basketball programs within school curriculums
- Develop new programs that increase participation and/or skill development at the grass roots level.
- Takes directions from the Chief Operating Officer as applicable
- In addition to the duties specified above, the Employer is entitled to request the Employee to perform such other duties as are within the Employee's skill, competence or training and are reasonably requested in order to meet the requirements of the company.

### Contacts and Personal Attributes

<b>Internal Contacts:</b>	<ul style="list-style-type: none"> <li>• Board</li> <li>• Chief Executive Officer</li> <li>• Chief Operating Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Members</li> <li>• Presidents</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches</li> <li>• Athletes</li> <li>• Parents</li> </ul>
<b>External Contacts:</b>	<ul style="list-style-type: none"> <li>• Administrative staff from other Associations</li> <li>• Basketball WA Staff</li> <li>• Relevant VenuesWest staff and contacts</li> </ul>		
<b>Professional Education:</b>	<ul style="list-style-type: none"> <li>• Relevant Basketball Experience, Qualifications, or RPL</li> <li>• Relevant program delivery experience</li> <li>• Relevant budget experience and financial control</li> <li>• Level 2 coaching qualification (achieved or commenced)</li> <li>• Current "C" Class Driver's License</li> <li>• Current Working with Children's Check (WWC)</li> </ul>		
<b>Professional Skills and Capabilities:</b>	<ul style="list-style-type: none"> <li>• Excellent organisation &amp; interpersonal skills</li> <li>• Ability and desire to work towards content &amp; financial targets</li> <li>• Comprehensive understanding of social and digital media, including experience planning and executing content</li> </ul>		
<b>Essential Personal Qualities:</b>	<ul style="list-style-type: none"> <li>• Demonstrate strong commitment to high levels of professionalism and</li> <li>• Ability to meet timelines including the ability to prioritise work</li> <li>• Ability to work autonomously and to show initiative</li> <li>• Reliable and flexible</li> <li>• Excellent interpersonal skills</li> <li>• A strong work ethic and punctuality</li> <li>• A star team player on a star team</li> <li>• Ability to work to deadlines and under pressure to achieve</li> <li>• Ability to meet and achieve set targets, including financial targets</li> </ul>		
<b>Typical Experience:</b>	<ul style="list-style-type: none"> <li>• Minimum 5-years intensive Basketball experience</li> <li>• Relevant and demonstrated experience performing the key duties of role</li> </ul>		

### Acknowledgement



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- (i) The details contained in this document are an accurate statement of the accountabilities, responsibilities and other requirements of the position.

**Ryan Thompson**  
**Chief Operating Officer**  
**Wanneroo Basketball Association**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- (ii) As occupant of the position I have noted the key roles, accountabilities and responsibilities as detailed in this document.

Name: \_\_\_\_\_

Start Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_