



### **Employment Opportunities – Traineeships (x2 positions) with Basketball SA Inc.**

Basketball SA are pleased to provide Club members - players, administrators and/or coaches with an exciting opportunity to kick start a career in sports administration - in the sport that you love.

Basketball SA is currently recruiting for two Trainee positions

1. Trainee Competitions Officer (full time)
2. Trainee Referee Officer (full time)

The successful applicant for each role will receive on the job training and work closely with a workplace trainer to complete a Certificate III in Business, or a Certificate III in Sport and Recreation. Both are nationally recognised qualifications.

Basketball SA provides a rewarding and supportive environment with an opportunity to further progress through the organisation!

#### **Responsibilities Include:**

- General reception duties & answering phones
- Liaising with basketball stakeholders, clubs, member associations, coaches, players and referees
- Data entry, filing and finance administration
- Assist with Competition administrative tasks
- Assist with Referee Development administrative tasks
- Support Basketball SA coach education and referee development
- Support Basketball SA Tournaments, Carnivals and events

#### **What are we looking for?**

- A team player with an enthusiastic attitude!
- Smart presentation, excellent interpersonal skills and a customer focused approach
- An eye for detail and accuracy
- Ability to multi-task and work well in a fast-paced environment
- Strong work ethic and a commitment to a 12-month qualification

#### **The Benefits!**

- Full training provided
- Nationally recognised qualification - Certificate III in Business
- Great opportunity to kick-start your career in the sport that you love.

For further information on Basketball SA please visit our website [www.basketballsa.com.au](http://www.basketballsa.com.au)

Please submit a copy of your resume to [recruitment@basketballsa.com.au](mailto:recruitment@basketballsa.com.au). Applications close on Monday 09 July 2018.



### **Employment Opportunities – Stakeholder Relations and Administration Officer (30 HPW)**

Basketball SA are pleased to provide Club members and administrators with an exciting employment opportunity within the State Sporting Organisation - in the sport that you love.

Part time Position (30 HPW) located at Basketball SA.

#### **Responsibilities Include:**

- Establish and implement BSA member relations and engagement strategy
- Establish and manage Club participation grants program / incentive scheme
- Secure new funding streams and or commercial revenues for BSA and Clubs
- Develop and manage an affiliation benefits and renewal program
- Develop and oversee BSA customer service standards
- Manage BSA insurance program and assist with club and individual claims
- Manage the BSA CRM Database and provide training for staff and associations
- Develop and implement a Member Protection framework and coordinate / management Member Protection processes in partnership with Clubs

#### Administration support

- Human Resource Management
- Work Health Safety Committee
- CEO and Commission
- Finance and payroll relief
- Annual General Meeting and Annual Events Calendar

#### **Key Capabilities and Skills?**

- Team oriented, enthusiastic attitude, customer focus
- Excellent interpersonal skills, rapport building
- Attention to detail, process improvement and efficiency focus
- Research and development, analytical and reporting skills
- Project management
- MPIO trained
- Microsoft office suite, Sports TG, Honeyweb, MYOB, Xero, website platforms

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