



Competition Administrator Eastern Districts Junior Basketball Association

The Eastern Districts Junior Basketball Association is a not-for-profit community-based basketball association situated in the north-eastern suburbs of Melbourne. The association has a proud history of delivering an exceptional basketball competition for junior players (from the ages of six to twenty-one).

Currently, we have 20 member clubs with in excess of 11,700 players making it the largest junior domestic basketball association in Australia.

We are seeking a self-motivated person for the role of Competition Administrator to join a small team to support the competition. The Competition Administrator will be expected to plan and deliver game scheduling, and be involved with club gameday support, grading and other administration. This will require strong collaboration with other staff, club contacts and volunteers.

Applicants should have the following attributes:

1. Ability to establish and maintain effective liaison with key personnel in the member clubs
2. Excellent computer skills including Excel
3. Attention to detail
4. Excellent communication skills, both verbal and written
5. Must be well organised, able to prioritise multiple tasks, self-motivated, able to meet deadlines and have a strong customer-based ethic
6. Must be able to work flexible times and locations in alignment with competition schedules, including 50% of Saturday game days and some Sundays

This is a full-time position of 38 hours per week and includes a requirement for flexibility in working hours, including weekends. A portion of the work is required to be office based, in Templestowe, with the ability to work remotely at times.

Salary will be based on skills and experience.

Applicants will be required to have or obtain a Working with Children's check and Police Check.

Applications close midday Monday 1st August 2022.

The Position Description is attached. Applications or inquiries should be directed to:

Megan Rouse

Operations Manager

Email: manager@edjba.com.au