



Operations Manager Eastern Districts Junior Basketball Association

The Eastern Districts Junior Basketball Association (EDJBA) 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 21 member clubs with over 1,560 teams and 12,300 players making it the largest junior domestic basketball association in Australia.

We are seeking a highly motivated person, preferably with experience in Sports Administration / Management to manage the EDJBA operations. The manager will plan and deliver all aspects of the Junior Domestic basketball competition. This will require strong collaborative leadership with other staff, member clubs, the Executive Committee and volunteers, and close adherence to the values and policies of the association.

Applicants should have the following attributes:

1. Sports Management or similar degree or equivalent experience
2. Experience in basketball competition administration
3. Ability to establish and maintain effective liaison with key personnel in the member clubs
4. Demonstrated leadership ability
5. Excellent computer skills including Excel
6. Excellent communication skills, both verbal and written
7. Website and social media management desirable
8. Attention to detail
9. Must be well organised and able to prioritise multiple tasks, be self-motivated and have a strong customer-based ethic
10. Must be able to work flexible working times (some weekend and evening work will be required, including 50% of Saturday game days and some Sundays)
11. Have an understanding of Basketball Victoria's and Basketball Australia's policies and guidelines



Applicants will need to demonstrate management experience, with preferably previous experience of sports administration and operation.

This is a full-time position of 38 hours per week and includes a requirement for some flexibility in working hours, including weekends, and some weekday evening work (for example attendance at EDJBA Committee of Management Meetings and others as required). 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. Employment will be offered as a fulltime position. Applicants will be required to have or obtain a Working with Children's check and Police Check.

Applications close Monday 5th August 2024.

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

John Morkham
President EDJBA
Email: president@edjba.com.au