



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 a successful basketball competition for junior players (from the ages of six to twenty-one).

Currently, it caters for in excess of 11,000 players making it the largest junior domestic basketball association in Australia.

The position being advertised is a role that will provide operational support for the current and future competition of the association.

We are seeking a strongly motivated person, preferably with experience in Sports Administration to focus on the administration of the EDJBA competition. The Competition Administrator will be expected to plan and deliver many aspects of the current Junior Domestic basketball competition. This will require strong collaboration with other staff and club contacts.

Key attributes include:

1. Experience in basketball competition administration
2. Ability to establish and maintain effective liaison with key personnel in the member clubs
3. Excellent computer skills including Excel
4. Attention to detail
5. Excellent communication skills, both verbal and written
6. Must be well organised and able to prioritise multiple tasks, be self-motivated and have a strong customer based ethic
7. Must be able to work flexible working times, including Saturdays and some Sundays
8. Have an understanding of Basketball Victoria's and Basketball Australia's policies and guidelines



Applicants will need to demonstrate experience of sports administration and operation.

This is a full-time position of 38 hours per week and includes a requirement for flexibility in working hours, including weekends.

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.

Applications close at 4pm Tuesday 27th July 2021

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

John Morkham
President EDJBA
P.O Box 592
Templestowe VIC 3106
Email: president@edjba.com.au