

Rip City Basketball is a dynamic, professional and supportive basketball association focussed on delivering skill and character beyond hoops through a high quality basketball program with clear development pathways for all ages and skills. We have developed a culture based around our core values of respect, integrity and professionalism.

Rip City Basketball is seeking a dedicated, hard-working, enthusiastic operations manager with a passion for basketball to work, reporting to the Rip City Basketball Committee, in delivering high quality basketball development and competitions to its members. The position is envisioned to be a full-time role with responsibility across all Association activities. Compensation will be negotiated with the successful applicant based on the skills and experience they bring to the position.

Through the delivery of our junior basketball programs we aim to provide a fun, safe and supportive basketball development environment that is based around a strong local club competition that provides clear pathways to representative, state programs and beyond. As part of those developed pathways, USC Rip City Basketball is committed to the development and growth of a respected senior basketball program that caters for both a strong social competition for members and a leading, high performing State League program that includes clear development pathways for juniors to transition to the highest level of senior representative basketball. Through its 2017 strategic plan, Rip City Basketball has a particular emphasis on growing female participation, increased school and community engagement, improved coach and referee development, enhanced member communications, and continued membership growth.

Interested applicants are encouraged to review the Rip City Mission and Values document as well as the Rip City Basketball Strategic plan, available at <https://www.uscbasketball.com.au/information>, before submitting their expression of interest. Expressions of interest should be submitted by email to [accounts@uscbasketball.com.au](mailto:accounts@uscbasketball.com.au) and include a description of how the applicant will tackle the position in no more than one page, a CV of no more than 2-pages, and at least two reference contacts that can speak to the applicant's relevant experience. Expressions of interest must be received by 7 pm Sunday 25 February.

### ***Responsibilities:***

- **Competition development and management**
  - Planning & promotion of junior & senior club competitions
  - facilitate team and volunteer coach assignment junior club team with and aim of a balanced competition
  - Game day set-up, management and pack-up
  - Coordinate volunteers around club activities and events
  - Coordinate planning and delivery of profitable junior camps, clinics and programs
- **Promotion, management, and communications**
  - Maintain club member communications through email, office phone, website, and social media
  - Secure all court and venue bookings, manage relationship with venues, and track venue use
  - Regular communications with school partners & establish school based basketball programs
  - Primary point of contact for BQ, BA and other key partners
  - Manage purchase and sales of uniforms/merchandise for members with preferred provider
  - Develop sponsorship and partnership agreements
  - Deliver major events - State/National Champs, NBL/BA games & camps, etc.
  - Establish, facilitate and productively contribute to association subcommittees
  - Identify and apply for applicable grant programs to support program development
- **Membership system/database management**
  - Manage database and system settings in conjunction with BQ & BA
  - Management of all member's registrations, and extract meaningful database reports
  - Management of system/database to deliver draws, results, and stadium scoring for all programs
  - Management of documentation obligations (i.e. Blue Card, Hobby forms, coach registrations, etc.)
  - Progress, review and support strategic plan delivery