



## **JOB DESCRIPTION**

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**Position Title:** Competition & Participation Co-ordinator

**Employment Status:** Full Time

**Reports to:** MBI Executive and General Manager

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### **Mackay Basketball Inc (MBI) Overview**

MBI is located approximately 1000km north of Brisbane and 400 km South of Townsville. In 2012/13 MBI commenced a major redevelopment to transform from 2 indoor courts to a 5 indoor court facility to better or equal any other regional Queensland city. MBI has men's and women's team compete in the Queensland Basketball League annually. The MBI junior representative program has teams competing in all age groups from under 12 through to under 18. Most seasons there are 2 teams from each gender in each age category. We have local competitions for all ages from under 8 through to senior men and women including a Ladies Daytime competition. The facility is also used for such things as Futsal, Indoor Hockey, Netball, Wheelchair Basketball, Dance Sport, Fight Nights and Market Days etc.

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### **Position Summary**

The successful applicant will be responsible in overseeing and delivery of all MBI competitions. You will require an understanding of the sport of Basketball and be confident and efficient in administering the competitions based on the MBI competition rules. You will need to develop relationships with all key stakeholders of MBI clubs to ensure smooth running of competitions. You will be responsible for and administrate the MBI school hoops programs to foster growth in the MBI membership.

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### **Key Duties & Responsibilities**

#### **Competitions**

- Manage and promote team entries
- Club contact liaison (be MBI first point of contact in regards to competitions)
- Compile season schedules for all competitions



- Compile competition draws (and take draw requests)
- Maintain member registrations and collect registration fees
- Have courts and scoring systems ready for competitions on game days
- Collect game fees
- Organise and distribute referee pays
- Liaise with referee supervisors
- Compile daily taking sheets on game days
- Take and file injury reports and player reports
- Efficiently deal with game day complaints and pass on correct email addresses
- Monitor and update competition ladders where necessary
- Facility lock up after competitions

#### **School Hoops**

- Work to build growth in MBI memberships
- Administer all school based MBI hoop programs
- Create contacts database with all district schools
- Arrange for the delivery of school clinic programs
- Liaise with MBI staff on costings and structure of programs
- Co-ordinate the instructors to deliver the programs
- Manage the government funded "Sporting Schools" program
- Organise and facilitate MBI school holiday camps

#### **General**

- Provide assistance where directed to MBI GM and staff, to meet the requirements of MBI as an organisation. This will include assistance in the facilitation of events such as QBL, QNJBC, Market Days etc
  - Attend monthly meeting and provide a written report to MBI executive
  - Assist with maintenance of MBI website and social media pages
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#### **Skills & Qualifications**

- Relevant Basketball experience
- Must have a current Blue Card for working with children
- Understanding of Sports TG system and website maintenance
- Current Drivers Licence
- RSA Certificate (or willingness to attain)
- First Aid Accreditation (or willingness to attain)



- Sound conflict resolution and problem solving skills
- Sound knowledge of Microsoft suite of programs
- Reliable and flexible (The position will require some night time and weekend work)

**Please forward your CV/Application to**

**The General Manager – Mackay Basketball Inc**

**Email: [operations@mackaybasketball.com.au](mailto:operations@mackaybasketball.com.au)**

**Applications close November 23, 2018 with position to start January 2, 2019.**