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**Position Title:** Community Basketball Administrator  
**Prepared:** February 2020  
**Reports to:** Head Basketball Coach  
**Prepared by:** Head of Human Resources

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### Position Purpose

To oversee the administration of the St Leonard's College Community Basketball Club.

### Position Status

Casual – hours vary weekly depending on the time of the season. The start date of this position is as soon as practical.

### Working Relationships

The Community Basketball Club Administrator will work at various times with the following personnel:

Head Basketball Coach, Community Sport Leader, Team Managers, SBA (Southern Basketball Association), Coaches, Players and Parents.

### Duties & Essential Job Functions

Before the season commences
Ascertain which teams are continuing and how many players are in each team.
Allocate players to teams where needed from the waitlist.
Coordinate with College Head Basketball Coach to send emails to targeted year levels to get more players when needed.
Ensure all teams have a training venue and time.
Liaise with College Head Basketball Coach in regards to the allocation of coaches to ensure all teams have one.
Communicate with Team Managers as to their responsibilities and ensure Codes of Conduct are distributed to all teams.
Keep records of player numbers for each team.
Enter all teams into SBA (Southern Basketball Association) system and allocate all players.
Issue registration instructions and follow up on any unpaid players.
Ensure all team managers and coaches complete SBA's child protection procedures/agreements.
Ensure a copy of Working With Children Checks of all team managers and coaches are kept on record at the College.

During the season
In conjunction with the Director of Pastoral Care and the Head of Human Resources, assist in the facilitation of the St Leonard's Cocurricular Coaches & Team Managers induction and Child-safe training sessions (approx. once a season)
Submit forfeits to SBA as requested by teams.
Source emergency players if needed and liaise with Team Managers as to who can play.
In conjunction with the College's Head Coach of Basketball and the Community Sport Leader, work collaboratively to address the various behaviour issues and complaints that may arise during the season.
Liaise with SBA re any issues that arise and pass on any communication from them to the College.
Organise end of season medals and photos for all teams.
Update waitlists as enquiries come in.
Attend SBA meetings, as required, and report strategic information back to the College

Part of this role will include working front of house at the College for at least 2 evenings per week when training is occurring.

Any other tasks as deemed appropriate

### General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## **Child Safe Responsibilities**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.