



BASKETBALL HAWTHORN POSITION DESCRIPTION

Competition & Events Game Day Coordinator

Location	Boroondara Sports Complex & Basketball Hawthorn Office
Reports To	Magic Administrator & Programs Coordinator
Overseen By	Basketball Operations Manager on behalf of the General Manager, HBA Board and Junior Magic sub-committee.
Internal Stakeholders	Works closely with the following internal stakeholders; <ul style="list-style-type: none"> • Basketball Operations Manager • Magic Administrator • Programs Coordinator • Big V Coaches • Junior Magic Coaches • Junior and Senior Magic Team Managers • Technical Officials Administrator • Technical Officials Development Coordinator • Referee Supervisors & Coaches
External Stakeholders	Works closely with the following external stakeholders; <ul style="list-style-type: none"> • BH Technical Officials sub-committee • Big V (BV) Administration • VJBL (BV) Administration • Basketball Hawthorn Club Delegates • BSC duty managers and staff
Financial Sign-off Authority	Nil
Classification/Salary	TBD
Duration/Status	Casual - contract
Role Structure	Second of two positions, with incumbents expected to be available across all shifts on a rotational basis
Hours of Employment	Thursday nights – Senior Domestic games (year-round) Friday nights – VJBL games (Nov-Aug) Saturday day – Junior Domestic games (year-round) Saturday night – Big V games (March-Aug) Sunday afternoon – Big V games (March-Aug) Tournaments & Events as required (periodical)
Working with Children Check Required	Yes, if not already an existing employee
Current Driver's Licence Required	Yes, if not already an existing employee
Sick Leave	As per the Award
Annual Leave	Not applicable
Performance Reviews	3 month probationary period, and thereafter annual reviews.
Commencement Date	TBD

Primary Objectives
<p>The Competition & Events Game Day Coordinator will be responsible for the following key areas;</p> <ul style="list-style-type: none"> ▪ To provide Game Day support and guidance to BH Representative Programs (Hawthorn Magic) and Domestic Competitions. <ul style="list-style-type: none"> - Hawthorn Junior Magic Program (VJBL) - Hawthorn Senior Magic Program (Big V) - Thursday Senior Domestic Men (inc. Championship Men) - Saturday Junior Domestic Competitions (U9 – U18) ▪ To fulfil the role of Game Commissioner for Big V games. ▪ To fulfil the role of Venue Supervisor (Boroondara Sports Complex) for VJBL & domestic games.

Duties	Performance Measures
<p>1. Provide leadership, expertise and support for Junior Magic Program game days (VJBL);</p> <ul style="list-style-type: none"> • Manage and train game day staff; • Complete and submit VJBL Game Day forms and paperwork; • Set-Up and Pack-Up on game day including Stadium Scoring, and P.O.S software; • Collect and reconcile sales (cash and eftpos). 	<ul style="list-style-type: none"> ▪ Tasks actioned and resolved in a satisfactory and timely manner
<p>2. Provide leadership, expertise and support for Senior Magic Program game days (Big V);</p> <ul style="list-style-type: none"> • Manage and train game day staff; • Complete and submit Big V Game Day forms and paperwork; • Set-Up and Pack-Up on game day including Magic and Big V signage, and the scorebench; • Collect and reconcile sales (cash and eftpos); • Coordinate post-match functions (where applicable) 	<ul style="list-style-type: none"> ▪ Tasks actioned and resolved in a satisfactory and timely manner
<p>3. Provide leadership, expertise and support for the Junior and Senior domestic competitions (Thursday night and Saturday);</p> <ul style="list-style-type: none"> • Act as primary contact for venues, BH staff, team & club delegates; • Coordinate and resolve issues related to venue, staff and competition management; • Supervise referees and applicable BH staff; • Have thorough understanding of rules governing competitions, with ability to assist all participants with enquiries; • Set-Up and Pack-Up of match day requirements including scorebench, signage and equipment; 	<ul style="list-style-type: none"> ▪ Tasks actioned and resolved in a satisfactory and timely manner
<p>4. In-conjunction with the Technical Officials administration team and sub-committee provide the following administrative support;</p> <ul style="list-style-type: none"> • Provide support and assistance to ensure that the referee roster (non-panel) is complete for all VJBL game nights; • Provide support and assistance to ensure that scorebench and statisticians roster is complete for each Big V game. 	<ul style="list-style-type: none"> ▪ Follow direction and action all requests to support the function of the Technical Officials department

<p>5. Fulfill the following two positions on behalf of BH for all VJBL and Big V Game Days;</p> <ul style="list-style-type: none"> • Game Commissioner for all Hawthorn Magic Big V Game Days (Saturday night and Sunday afternoon – March to August) • Venue Supervisor for all Hawthorn Junior Magic VJBL Game Days at Boroondara Sports Complex (Friday night – November to August) 	<ul style="list-style-type: none"> ▪ Tasks actioned and resolved in a satisfactory and timely manner
<p>6. Provide support and material for BH communications and media sources:</p> <ul style="list-style-type: none"> • Facebook Page or other Social Media; • HBA Website • HBA Monthly Newsletter 	<ul style="list-style-type: none"> ▪ Photography, video and any other promotional content captured and delivered as requested.
<p>7. Provide exceptional customer support to the members and stakeholders of the BH.</p> <ul style="list-style-type: none"> • Provide face to face, email and telephone service to all HBA stakeholders; • Act on complaints and feedback from stakeholders with a sense of urgency. 	<ul style="list-style-type: none"> ▪ Items are actioned within the expectations of the BH.
<p>8. Build relationships with key personnel within the basketball and sporting industry to provide greater opportunities and knowledge for all stakeholders of the BH, and to enhance the game day experience for all participants.</p>	<ul style="list-style-type: none"> ▪ Demonstrated ability to autonomously and proactively engage and build relationships
<p>9. To complete all other duties as directed by the Basketball Operations Manager or direct reports. These duties may not be specifically mentioned in this Position Description, but they will be within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.</p>	<ul style="list-style-type: none"> ▪ Duties completed as assigned

Areas Common to all roles within the BH	
Duties	Performance Measures
1. To ensure all work practices are conducted in accordance with BH's policies and procedures.	<ul style="list-style-type: none"> ▪ Compliance with BH policies and procedures.
2. To demonstrate behavior in accordance with BH's Mission and Values.	<ul style="list-style-type: none"> ▪ Exhibition of behavior that up-holds BH's Mission and Values.
3. To follow all health and safety policies and procedures and help facilitate cooperation on health and safety issues.	<ul style="list-style-type: none"> ▪ Compliance with all health and safety policies and procedures and reporting of all known or observed hazards and incidences.

Key Selection Criteria – (E) Essential (D) Desirable
1. Excellent computer literacy, including knowledge of Excel, Word and Outlook. (D)
2. Looks forward to finding solutions in conflict resolution or when dealing with complaints (E)
3. Self-motivation and a drive to succeed to promote and grow all areas of the business (E)
4. An ability to communicate with staff, volunteers and to work effectively in a team environment with key stakeholders (E)
5. The ability to set priorities and meet timeframes (E)
6. Sound initiative and the ability to work unsupervised (E)

Further Information
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