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## Job description

This **Basketball Administrator part-time Role** may suit a current student in a Sports Management Discipline through to a semi-retired person with strong administration & management experience keen to work in Sports Administration in Primary School years age 5 to 12.

**About Playball Basketball:** A year round After School, primary school aged Competition and Training program affiliated with Basketball Victoria. Established in 1996 Playball have close to 400 teams playing weekly. Competition is conducted four school Terms a year at MSAC Albert Park, Aqualink Box Hill and GESAC Bentleigh-East, as well at dozens of local school gymnasiums.

Playball requires assistance in the management of the business. The role will have the successful candidate involved with: Fixture preparation, Team Grading, Supervising at a multi-court Stadium, Mass Communication via email mail merge, Loading Fixtures and website maintenance, Uniform ordering & management, Coordinating rosters of Referees, Payroll, answering customer queries.

### The successful candidate

Will be intelligent, confident in dealing with player & parents, reliable, well organised. Have a strong history of Team Sport involvement preferably within Basketball & ideally having experience through a Basketball Association as a Referee and/or Coach. Strong computer skills in MS Office suite.

Hours of work will be flexible but anticipate about 15 to 20 hours a week to commence. Modern office is in Cheltenham. Some of the work such as fixturing can be completed at home once comfortable.

### Qualifications

- Proficient in Microsoft Office suite
- Strong communication, organizational, analytical, and critical thinking skills.
- Bachelor degree desirable

### Remuneration

**\$26.00 - \$36.00** per hour as negotiated incl superannuation.