



Wodonga Basketball Association

Position Description – Program Development Officer & Director of Coaching

Position Title: Program Development Officer & Director of Coaching

Employment Type: Part-time

Hours: Approximately 15 hours per week. WBA is open to discussing the proposed hours with the successful applicant based on the scope of the role and what is realistically required to deliver it effectively.

Reports To: Sports Operations Manager

Location: Wodonga Basketball Association / various program locations as required

Position Purpose

The Program Development Officer & Director of Coaching is responsible for supporting the growth and development of basketball across Wodonga Basketball Association.

The role has a strong focus on coach development, player development, participation growth and basketball pathway opportunities, while supporting the delivery of quality programs across domestic, representative and community basketball.

The position will work closely with WBA staff, WBA Board, WBA coaches, program coordinators, volunteers, Basketball Victoria, schools and community organisations to strengthen development opportunities and support the long-term growth of basketball within the region.

Key Responsibilities

Coach Development

- Assist with the recruitment, onboarding and evaluation of junior representative coaches in consultation with the WBA Board.
- Provide on-court mentoring, observation and feedback to coaches during training and competition.
- Plan and deliver coach education sessions, workshops and clinics across both domestic and representative basketball.
- Encourage and support coach accreditation and ongoing professional development.
- Identify and support new and emerging coaches.



Player Development

- Develop and deliver player development programs, clinics and skills sessions.
- Support clear development pathways from grassroots and domestic basketball through to representative and senior basketball.
- Assist with representative development programs including Rep Academy, Wolf Pups and other pathway initiatives.
- Identify opportunities for athletes to access appropriate Basketball Victoria and higher-level development pathways.
- Support the development of emerging athletes without replacing the role of individual team coaches.
- Assist with holiday clinics, specialist sessions and targeted development opportunities where appropriate.

Program Development & Participation Growth

- Identify opportunities to introduce or expand basketball programs across WBA.
- Develop and deliver new participation and development programs, including clinics, camps and targeted development opportunities.
- Support growth in areas such as junior participation, female basketball, school programs, introductory basketball and inclusive programs.
- Work with schools and community organisations to increase participation and strengthen connections with WBA.
- Assist with the development of programs that are financially sustainable and generate additional participation or revenue for the Association.
- Review existing programs and make recommendations for improvement.

Female Participation & Development

- Support strategies to increase the recruitment and retention of female players.
- Develop opportunities for female coaches and officials.
- Identify gaps in female basketball pathways and recommend programs or initiatives to address them.
- Support an inclusive environment that encourages girls and women to remain involved in basketball.

Representative & Pathway Support

- Work alongside the coaches and Sports Operations Manager to support the development of WBA representative basketball.
- Assist with coach education and development across the Junior Representative Program.



- Implement and promote Basketball Victoria coaching frameworks, development principles and coach education opportunities across WBA programs.
- Support appropriate player development opportunities leading into representative and senior pathways.
- Liaise with Basketball Victoria and relevant pathway organisations where required.
- Assist WBA to maintain strong links between domestic, representative and senior basketball.

Schools & Community Engagement

- Develop relationships with local schools and community organisations.
- Coordinate or assist with school clinics, basketball programs and participation initiatives.
- Identify opportunities to increase WBA's presence within the local community.
- Support promotional and participation activities designed to attract new players to basketball.

Planning & Reporting

- Develop an annual program development plan in consultation with the Sports Operations Manager.
- Provide regular updates on programs, participation, coach development and upcoming opportunities.
- Maintain appropriate records relating to programs, clinics and coach development.
- Monitor participation and program outcomes.
- Provide recommendations for future programs and development priorities.
- Work within approved WBA budgets, policies and operational processes.



Key Relationships

Reports to: Sports Operations Manager

Works Closely with: WBA Board, Domestic and Representative Coaches

Qualifications & Experience

Essential

- Strong basketball knowledge and coaching experience.
- Demonstrated ability to develop coaches and players.
- Strong communication and relationship-building skills.
- Ability to plan and deliver basketball programs and development sessions.
- Ability to work independently while collaborating with staff, volunteers and coaches.
- Current Working With Children Check.
- Commitment to child safety and Basketball Victoria/WBA Codes of Conduct and policies.

Desirable

- Basketball Australia Association Coach accreditation or higher.
- Previous experience in coach development, player development or basketball program delivery.
- Experience working within a basketball association or sporting organisation.
- Experience delivering school or community-based basketball programs.
- Knowledge of Basketball Victoria development and pathway programs.

Key Attributes

The successful applicant will be:

- Passionate about basketball development.
- Approachable and supportive.
- Able to mentor and develop others.
- Organised and proactive.
- Comfortable working with coaches of varying experience levels.
- Focused on development rather than simply winning.
- Able to identify new opportunities and turn ideas into workable programs.
- Committed to creating positive experiences for players, coaches and families.

Performance Measures

Success in the role may include:

- Increased number of active and accredited coaches.
- Improved coach support and development across WBA.



- Increased participation in development programs and clinics.
- Growth in female participation and development opportunities.
- Increased school and community engagement.
- Clearer player and coach development pathways.
- Successful introduction and sustainability of new basketball programs.
- Positive feedback from coaches, players, families and program coordinators.

Other Requirements

The position may involve evening and weekend work depending on program delivery, coach development activities and representative commitments.

The role must operate in accordance with WBA policies, Basketball Victoria requirements, child safeguarding obligations and relevant Codes of Conduct.