

## Position Description

<b>Job title:</b>	Junior Rep Administrator
<b>Reporting to:</b>	General Manager
<b>Position Type:</b>	Contract- 24 Hours per week- Monday, Wednesday, Friday- Hybrid

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### Purpose

The Junior Rep Administrator will provide administrative support to the Directors of Coaching and Junior Rep program. The JRA will be the delegate and first point of contact for any admin related to the VJBL Junior Representative Program at Diamond Valley.

### Duties are all assisting in:

- Assisting in all admin related to try outs and teams.
- Liaising with uniform supplier and managing stock,
- Organising all paperwork registrations, WWCC, and contacts.
- Sorting training matrix for teams,
- Triage all emails for Junior Rep enquiries.
- All PlayHQ administration Junior Rep teams.
- Ordering and coordinating trophies.
- Organise door staff for game nights,

### Other Key Responsibilities

- To act in the best interests of Diamond Valley Basketball Association, the Players, (and their families);
- To adhere to the core values of Diamond Valley Basketball Association;
- To treat others with respect;
- To adhere to Diamond Valley Basketball Association policies and procedures;
- To foster an enjoyable experience for all players and coaches;
- To contribute a positive working environment;
- To manage challenges as they arise;
- To report challenges as they arise to the General Manager;

### Hours

24 Hours a week

**Salary**

Clerks - Private Sector Award (MA000002) Level 1

**Applications close**

Sunday 28<sup>th</sup> September

**All applications must include:**

- Cover letter
- Resume
- Document addressing ability to perform duties

**Addressed to:**

Patrick Di Lizio  
General Manager  
Diamond Valley Basketball Association

**Essential criteria:**

- Current and valid WWCC;
- Current and valid Driver's Licence.
- Ability to work some weekends within scope of role.