



# POSITION DESCRIPTION

## OPERATIONS MANAGER

<b>REPORTS TO:</b>	Executive Committee
<b>CLASSIFICATION:</b>	Volunteer
<b>COMMITTEE POSITION:</b>	Yes
<b>TIME COMMITMENT:</b>	20 hours per month (average), higher during peak times

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### ROLE SUMMARY

The Operations Manager (OM) is a key role within the Whitehorse Mustangs (the Club), as reflected in the requirement for the OM to also hold a position on the Committee. The OM is responsible for season, team and general administration at the Club. The following responsibilities are not intended to be exhaustive, but rather to outline the typical commitment required to perform the role.

### ROLE DESCRIPTION

The OM is supported by the Club President and works closely with committee members as required for the efficient and effective management of the Club. The OM is responsible for the following duties within the Club:

- Primary Club contact for email, mail and phone
- Link between Competition Administration (EDJBA etc) and Mustangs members on matters including, but not limited to season and special time requests, grading feedback, forfeits, clearances, walkovers, fixture changes and code of conduct breaches
- Confirming venue availability for EDJBA fixturing and Club activities
- Team administration: seeking grading and player feedback from coaches, creating and distributing contact lists, notify teams who use ineligible players, source fill-ins as required
- Managing award nominations and trophy orders
- Player evaluation forms: send to Coaches and collate responses for team selection committee
- Maintain player and family confidentiality when dealing with sensitive information
- Maintain accurate Club records and documentation in a secure location
- Comply with all aspects of Club and Competition Codes of Conduct, policies and procedures
- General administrative duties as required

### SKILLS

- Good communication and negotiation skills
- Good organisation skills
- Good administration skills
- Sound understanding of how a domestic basketball Club runs, including compliance requirements for community sport

### QUALIFICATIONS

- Previous experience in a similar role (paid or voluntary)
- Current or past member of the Club, as a player, coach, team manager, parent/guardian, Committee Member or active supporter

### REQUIREMENTS OF THE ROLE

- Competent with Microsoft Office and Google Workspace
- Intermediate or advanced Microsoft Excel skills preferred but not required
- Working with Children Check
- Basketball Victoria Member Protection Statutory Declaration
- Driver's licence
- Comply with all Basketball Victoria and Whitehorse Basketball Safeguarding Children policies