



# POSITION DESCRIPTION

## Position Details

<b>Position Title:</b>	<b>Community Engagement Officer</b>
<b>Organisation:</b>	<b>City of Sydney Basketball Association</b>
<b>Location:</b>	<b>Alexandria, Sydney NSW</b>
<b>Salary Package:</b>	<b>Commensurate with experience</b>
<b>Reports to:</b>	<b>Ben Osborne – General Manager</b>

## Primary Purpose of the Position

### POSITION DESCRIPTION

#### **Community Engagement Officer City of Sydney Basketball Association**

##### **ORGANISATION OVERVIEW:**

The City of Sydney Basketball Association (CSBA) is a non-for-profit community organization focused on developing the game of basketball in the area. Players are drawn from a wide geographical area from the eastern and south eastern suburbs, inner city, and inner west.

The CSBA attracts significant numbers of basketballers both competitive and recreational, as well as using basketball as a vehicle to provide and facilitate community development goals.

Over 4,000 people visit the stadium in Alexandria each week with a membership base of approximately 2,500. The stadium has two courts with a seating capacity for 600 on the main court. The stadium is home to the Sydney Comets who compete in a number of representative competitions under the auspice of Basketball NSW.

##### **Position overview:**

Accountable to the General Manager, the Community Engagement Officer will primarily be responsible for the growth and delivery of CSBA development programs including: Learn to play, schools & after school care-based programs, CSBA Camps, CSBA Academy and other development programs. The Community Engagement Officer will provide customer service and administration to CSBA customers and may also be required to assist the General Manager, Competitions Manager and Development Manager with various tasks.

**The positions primary purposes are:**

- To provide customer service to CSBA members.
- To grow, promote, administer, and maintain quality of CSBA development programs and camps.
- Assist the Competitions Manager to expand, grow & promote current competitions.

**Key Responsibilities:**

- Daily administrative and marketing tasks associated with the growth and promotion of basketball within our local community.
- Manage court bookings for Comets Stadium.
- Apply for Grants.
- Assist with on-court coaching in CSBA programs where necessary.
- Provide guidance, support, and training to coaches in our development programs and camps.
- Liaise with Basketball NSW, Sydney Kings and Sydney Flames with the aim to grow basketball participation within the community.
- Organize community events to promote basketball at all levels such as CSBA School Holiday Camps, Come and Try Day, School Gala Days, etc.
- Establish a relationship with current local competition club delegates to ensure a smooth transition into local competition teams and encourage progression through the CSBA pathway.

**Candidate Requirements:**

- Minimum 12 months customer service experience.
- Strong knowledge of basketball.
- Marketing experience including social media and electronic direct mail.
- Strong computing skills including experience with Microsoft packages including word and excel.
- 25+ words per minute typing speed.
- Solution Focused.

**Cultural Expectations:**

- CSBA are looking to enhance our strong team culture with solution focused individuals who has a positive approach to tasks.
- The successful candidate will be able to motivate and inspire young people to enjoy basketball.
- Will have the ability to be firm and apply CSBA policies and procedures when necessary.

**This Job Description is subject to change to meet organisational requirements.**

**To apply please email a copy of your resume and a cover letter to CSBA General Manager, Ben Osborne:**

**e. [manager@sydneybasketball.com.au](mailto:manager@sydneybasketball.com.au)**

**Applications Close Wednesday 15<sup>th</sup> December 2021.**

**Employment for the successful candidate will start in January 2022**