JOB TITLE	Grassroots Program Coordinator (Full-Time)
DATE	**21st January 2026**
REPORTS TO	Basketball Development Manager
Award-	Sporting Organisation Awards – Clerical/Administrative Level 4

JOB DESCRIPTION

Purpose of role

To implement grassroots programs and initiatives to further grow the Casey Basketball Association.

Main duties and responsibilities

Core objectives include:

- Administrate development programs-
  - Hoops Heroes
  - Kinder Hoop Heroes
  - School Holiday programs
  - School programs
  - Girls only programs
  - Inclusions program
  - Assist with VJBL
  - Any other programs deemed development.
- Coach within selected programs
- Schedule programs at venues
- Organise opening/closing of the venues
- Appoint coaches to development programs.
- Establish (with BDM) year of Curriculum for all programs. Circulate these to the coaches appointed.
- Book in and appoint coaches for Domestic Clubs coaching courses.
- Place players in domestic teams using the Join a team process
- Advertise and promote all development programs, to achieve capacity through our marketing department.
- Other duties deemed necessary for Casey Basketball Association.
- Represent CBA values
- Assist the BDM throughout the Casey Cavaliers VJBL trials process

.

JOB DESCRIPTION CONTINUED

Organisational Responsibilities

Cooperate with the Association in relation to any actions taken to comply with the Occupational Health and Safety Act 2004 and ensure that actions taken by the employee do not interfere with or place at risk the health, safety or wellbeing of the employee or any person in the workplace.

Ensure compliance with all Privacy Legislation and treat all information of a personal and sensitive nature concerning the business of the Association, its members, or patrons / members of the overall basketball community in a professional and confidential manner.

Ensure that all Associations policies, procedures, systems, and work practices are implemented and adhered to, in particular, financial management, governance, procurement, and customer service.

Act in a professional manner at all times while performing duties for and/or representing Casey Basketball Association in accordance with the Staff Code of Conduct.

The above list is not exhaustive, and the role may change to meet the overall objectives of the company.

.Other duties

Fulfil other duties as required by management and other department personnel as requested/required.

Accountability

Offering development programs and opportunities for people to participate in basketball at every level.

Achieving development targets set in conjunction with the Basketball Development Manager.

PERSON SPECIFICATION

Qualifications

- *Sport & Recreation Qualification and or Coaching accreditations*

Experience

- *Experience within the basketball industry*

Skills & competencies

- Setting priorities in an environment where there are competing pressures, ambiguity and uncertainty.
- Demonstrated ability in preparation of correspondence and good presentation skills.
- Ability to actively contribute to team cohesion and effectiveness.
- Effectively communicating advice and expectations to all stakeholders.
- Foster transparent and ethical dealings through both written and verbal communications.
- Work with contractors, consultants, suppliers, members, governing bodies and stadium management in a professional and proactive manner.
- Listen, discuss and resolve problems
- Seek advice and reconcile stakeholder views when resolving problem.

Candidate may require training or updated knowledge in the following:	• Microsoft Office Suite – Word, Excel and PowerPoint • Vend – Point of Sale System • PlayHQ/Gameday Database Systems • Sports Code/HUDL • Legislation, industry standard and codes of practice.
Personal attributes	• Professional approach. • Ability to work under pressure. • Organisational and time management skills. • Excellent attention to detail. • Confident manner. • Positive approach to change. • Problem solving.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

These conditions of employment, your duties and your location may be varied by the Association during the term of your employment. The Position Description will be reviewed annually as part of the employee's annual Performance and Development Review.

ACKNOWLEDGMENT

I certify that I have read, understood, and accept the duties, responsibilities, and obligations of my position.

SIGNED BY YOU

.....	.....
Employee	Date

SIGNED BY MANAGEMENT

Tammy Bower	21st January 2026
CEO	Date

SELECTION CRITERIA

Selection will be based on the following Selection Criteria. However, reference will also be made to other attributes, skills, and knowledge as listed in the Position Description: Mandatory/Essential:

1. Qualifications and experience as outlined.
2. Demonstrated knowledge and understanding of procurement and contract management processes and practices.
3. Well-developed interpersonal, liaison and management skills as outlined.
4. Understanding of basketball operations.