



CDBA Community Development Officer
– Part-time Position –

Description

Camberwell District Basketball Association (CDBA), including Camberwell Dragons and the Community Basketball League (CBL), is one of Melbourne's fastest growing Basketball Associations. Over 28 years, we have grown from a small family club into an association with more than 5000 players ranging from juniors to elite senior players. We are proud of our "family first" culture and aim to provide an opportunity for all athletes and officials to develop their potential and compete at the highest levels.

The position

CDBA is looking for an experienced and highly motivated Community Development Officer with a passion for service and a commitment to deliver, to join our team. You will be responsible for overseeing the Aussie Hoops Program, supporting the CBL Competition Manager and administering and presenting school basketball clinics. Demonstrating a collaborative approach and excellent organisational skills, you will work effectively and efficiently on your own and in a team environment. With a wide range of responsibilities, you will be a natural leader who can prioritise, delegate and manage others to deliver.

Responsibilities of the role will include:

- Administer and coach Aussie Hoops
- Support the CBL Competition Manager
- Develop, plan and execute school programs
- Develop, plan and execute inclusive programs e.g., Walking Basketball
- Social media input, content and engagement
- Domestic club development coaching
- Source suitable basketball venues for competition and develop relationships with Venue Managers
- Link schools with domestic clubs and representative programs
- Support necessary community development communication
- Check and apply for grants and funding available for community programs
- Liaise with Communications Manager for all media and website promotion
- Working collaboratively with others to ensure events run smoothly and to schedule
- Database management – ensure information is current and accurate

About You

To be considered for this position, it is essential that you have:

- Proven administration experience within a similar role
- The ability to prioritise workload and meet deadlines

- Excellent communication skills, both written and verbal
- The ability to work and contribute in a team environment
- A pro-active approach and positive attitude
- Exceptional time management and organisational skills
- Experience working within a sports administration environment in a similar role would be highly regarded
- Basketball knowledge
- A current Working with Children Check

Part time, 0.3 FTE (estimate). Some flexibility with days and being available for after-hours escalations is required for the right candidate.

If you are an experienced administrator, great communicator, service focused, seeking flexible hours and an opportunity to be part of a team that wants to make a difference, this role could be for you.

Apply To

Please email your application to Ross Wignell by close of business on Friday, April 26, 2024: ceo@camberwellbasketball.com