

## Position Available

### CDBA Junior Domestic Coordinator

**Reports to:** Competitions and Programs Manager

**Start date:** September 2025

**Position type:** Permanent Part Time – 15 hours per week

Camberwell District Basketball Association (CDBA) is seeking a highly motivated and engaging Junior Domestic Coordinator for its growing organisation.

#### **Purpose**

The Camberwell District Basketball Association (CDBA) Junior Domestic Coordinator role exists to ensure the seamless game day operation of our junior domestic competition, the Community Basketball League, and the EDJBA clubs to whom we supply referees (Balwyn, Koonung and Whitehorse).

This exciting role has a variety of tasks, performed in a dynamic environment, supported by a team of experienced staff who love our sport! Examples include preparing game day equipment, making sure venues are safe and well-maintained, timely reporting of good news stories or urgent matters to our Communications Manager, reporting game day issues to our Competitions and Programs Manager, supporting staff to ensure we provide a safe game experience for stakeholders and updating rosters to reflect any last-minute changes. You will also have the opportunity to assist in reviewing competition rules, participate in training of game day staff, and be part of consultation sessions with domestic club delegates.

#### **Required Ability**

- Excellent leadership skills – approachable, fair and understanding
- Exceptional organisational skills and customer service orientation
- Demonstrated ability to manage stakeholders
- Proven ability to respond to issues and facilitate solutions at short notice
- Good oral and written skills
- Knowledge of Refbook and PlayHQ
- Ability to interact effectively with a diverse range of people
- Understand the importance of the role and the perception of stakeholders of Camberwell District Basketball Association.
- Maintain a valid driver's licence and Working with Children Check or similar certification required under Victorian Child Safety laws

- Demonstrate availability, reliability and commitment – this is a key game day role and continuity is important for building relationships with stakeholders to ensure an exceptional game day experience for stakeholders

Please email your application including cover letter and detailed resumé to [ceo@camberwellbasketball.com](mailto:ceo@camberwellbasketball.com)

Applications close at 5pm on Monday, September 1.