Development Coordinator
& Kew High School Manager

Camberwell District Basketball Association (CDBA)

Part-time position equivalent to three days a week

An opportunity to make a difference in community basketball.

Camberwell District Basketball Association (CDBA) is seeking an enthusiastic, organised and motivated individual to join our team as Development Coordinator & Kew High School Manager.

This is a diverse and rewarding role that combines basketball development, community engagement, coaching and facility management. It offers an opportunity to contribute to the growth of basketball across the Camberwell district while overseeing the day-to-day operation of one of our key basketball facilities.

Reporting directly to the CEO, the successful applicant will play an important role in delivering CDBA's development programs, strengthening relationships with local schools and community organisations and ensuring the effective operation of the Kew High School Gymnasium and all-weather sports fields.

About the Role - The position has two key areas of responsibility:

Basketball Development

- Coach Eastern Development League (EDL) training sessions and coordinate the coaching group.
- Develop and deliver basketball clinics and programs within local schools.
- Coach and support CDBA development programs and camps.
- Build relationships with local schools, domestic clubs and community organisations.
- Identify opportunities to increase basketball participation and strengthen pathways into domestic and representative basketball.
- Develop and implement initiatives that support the growth of basketball within the Camberwell district.

Kew High School Facility Management

- Oversee the daily operation, presentation and maintenance of the Kew High School Gymnasium and all-weather sports fields.
- Supervise, support and coordinate venue staff.
- Liaise with Kew High School and other relevant stakeholders.
- Monitor facility cleanliness, safety, equipment and maintenance requirements.
- Oversee canteen operations, stock management and general facility requirements.
- Respond to operational issues, incidents and matters escalated by venue staff.
- Maintain appropriate health and safety records and ensure staff are familiar with relevant procedures.

About You

We are looking for someone who is passionate about basketball and community sport, enjoys working with people and has the ability to manage a diverse range of responsibilities.

You will ideally bring:

- Experience in basketball coaching, development programs or community sport.
- Strong organisational, management and administrative skills.
- The ability to build positive relationships with schools, clubs, staff and community stakeholders.
- Excellent communication and interpersonal skills.
- Initiative, sound judgement and the ability to work independently.
- A flexible approach to working hours, including occasional evenings and weekends.
- A positive, professional and approachable manner.

Mandatory Requirements

- Current Victorian Working with Children Check.
- Completion of Basketball Victoria's Member Protection Statutory Declaration.
- Current valid driver's licence.

Why Join CDBA?

This is an opportunity to become part of a well-established and respected basketball association and make a genuine contribution to the local sporting community.

You will have the opportunity to:

- Make a positive impact on basketball participation and development.
- Work with local schools, clubs, coaches and the wider basketball community.
- Contribute to the continued growth of the Camberwell Dragons pathway.
- Play an important role in the operation and development of CDBA facilities.
- Work within a team that values Community, Opportunity, Respect and Excellence.

How to Apply

Interested applicants are invited to submit a resume and cover letter outlining their relevant experience and suitability for the position. Applications should be forwarded to:

Ross Wignell
Chief Executive Officer
Camberwell District Basketball Association
Email: ceo@camberwellbasketball.com

Applications close: Friday, December 4, 2026.

CDBA is committed to providing a safe, inclusive and welcoming environment for all participants, employees and members of our basketball community.