



## **Whittlesea City Basketball Association Programs Coordinator**

- Mill Park ▶ Victoria ▶ Australia
- Full Time

**Closing Date - 30 Jun 2026**

### **Description:**

**Whittlesea City Basketball Association (WCBA)**, delivers a thriving Domestic Competition, provides representative pathways through the Victorian Junior Basketball League (VJBL), and fields four senior teams in Victoria's premier state league competition, BIG V.

As a community-focused organisation, WCBA is committed to providing a positive, inclusive, and supportive environment where athletes, coaches, officials, volunteers, and families can thrive. We strive to develop not only skilled basketball players but also individuals who demonstrate respect, teamwork, resilience, and strong character. Through quality programs, strong leadership, and meaningful community engagement, we aim to create opportunities for participation, development, and success at every level of the game.

The Programs Coordinator will be responsible for several key elements pivotal to the operation of WCBA. Working closely with the General Manager, Chair of the Representative Committee, and WCBA Director of Coaching, to develop, implement, and monitor the WCBA Representative Program (Pacers) including Introductory & Development programs for all players and coaches within the WCBA. The Programs Coordinator plays an integral part ensuring a positive relationship exists with the community including representative programs, camps, clinics, schools, inclusion groups and the wider community. This role encourages participation in basketball by all members of the community to build a culture of basketball within the Whittlesea municipality. Our focus is to maintain a community-based culture, where we value all members and encourage diversity.



### **General Duties:**

- Uphold the values of WCBA.
- Be the first point of contact.
- Administrative duties.
- Website and Social Media Content.
- Delivery of the administration and customer service of operational activities within the Senior and Junior Representative program (Pacers Ponies, Aussie Hoops, and Sporting Schools etc).
- Domestic and Representative Development programs.
- Holiday Camps and Clinics.
- Facilitate clinics to assist Coach development.
- Promotion of Basketball programs in the community

### **Accountabilities:**

- Representative Program – VJBL and Big V administration tasks including distributing of information and communication to all relevant parties.
- Introductory Programs – Aussie Hoops and Sporting Schools administration tasks.
- Establishing relationships with local Schools.
- Development Programs – Domestic & Representative Academy administration tasks.
- Oversee administration of new programs.
- Holiday Camps and Clinic administration tasks, including yearly schedules and promotional activities.

- Monitor, maintain and update WCBA website and social media platforms regularly.
- Events Organisation – Junior and Senior Representative presentation, other WCBA events.
- System Management – Playhq, Trybooking, Teampay, Gameday and Hudl
- 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

### **Essential Requirements – Qualifications & Experience:**

- A permanent right to work in Australia.
- The willingness to commit to the inclusion of all members of our culturally diverse community in the sport of Basketball.
- Ability to maintain confidentiality and accept responsibility
- Ability to represent Basketball in a professional and respectable manner
- Highly organised with the ability to be self-motivated, responsive and flexible in an environment with time pressures and multiple priorities
- Previous experience in managing volunteers.
- Positive approach to change and growth
- Highly developed written and verbal communication skills with high attention to detail and the ability to negotiate
- Customer service focused – committed to providing customer service across all channels – written, phone and face to face
- Strong IT Skills
- MS office proficient



- Database management
- Website and Social Media Platforms
- Previous experience working in a membership-based environment or sports facility is desirable.

#### **Appointment Terms**

- Fulltime salaried position 38 hours per week.
- Availability to work evenings and weekends when required.
- This is a permanent role with a six-month probationary period.

#### **Essential Requirements**

- [First Aid Certificate](#)
- National Police / Criminal History Check
- Working with Children / Working with Vulnerable People Check
- Drivers Licence

#### **Application Instruction**

Please submit Cover letter and Resume detailing your relevant experience to [secretary@wcba.org.au](mailto:secretary@wcba.org.au)

For further information please contact:

Lucinda Boca - (03) 9404 1999