



Position Title	Coach and Athlete Development Manager
Employment Status	Full Time
Reports to	GM of Pathways
Updated	March 2024

About Geelong United Basketball

Geelong United Basketball (GUB) aims to be recognised as the leading regional basketball association in Australia. We exist to create pathways for every player, coach, and official to achieve excellence according to their desires and abilities.

Position Objective

The Coach and Athlete Development Manager is responsible for all components of Geelong United Basketball's VJBL Pathway's Program. The Coach and Athlete Development Manager will lead the design, implementation and review of this program. Promote a positive image for Geelong United Basketball through professional delivery of service. Due to the nature of the role, the successful applicant will be required to be flexible with work days and times.

Responsibilities and Accountabilities

- Provide strategic and operational leadership for the pathways program
- Lead the planning, implementation and review of the pathways program
- Ensure clarity of roles for all team members in the pathways program (administrator, mentor coaches, strength and conditioning coach, coaches)
- Monitor program deliverables and foster an environment of continual improvement
- Oversee the selection process for VJBL teams
- Ensure all aspects of the program align to the values of Geelong United Basketball
- Maintain accurate competitions results & records on website
- To be aware of GUB's day to day operations, process and/or procedures
- Any other duties as directed by the CEO or CEO's nominee (e.g. GM of Pathways and or Business Manager)



Experience and Qualifications

- A strong interest in basketball
- Demonstrated experience in a similar role in managing sporting competitions
- Working with Children check
- The ability to carry out duties with limited supervision and co-operatively participate as a team member when required
- Demonstrated ability to multi-task, work independently and to use initiative and problem- solving skills in order to organise and prioritise workloads
- Demonstrated high level of interpersonal, communication and negotiation skills
- Demonstrated ability to use discretion with confidential and sensitive information
- Willingness to work outside normal business hours from time to time such as evenings and weekends
- A high standard of personal appearance and conduct, that is: clean, neat, tidy, punctual and respectful language and manner toward visitors, patrons and to each other



Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the GM of Pathways and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / in servicing done in support of the role
- Time Management in the fulfilment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role
- Successes/Challenges that the role encounters

Management of Staff

As a Leader the incumbent will be required to effectively manage staff including setting directions, providing feedback and raising any performance concerns in accordance with the organisations policies and procedures. As a Leader it is expected that the incumbent will conduct Annual Review Meetings with staff.

Employee Obligations

Policies

The Performance Manager is employed under and will abide by the Sporting Organisations Award 2010, Clerical & Administrative Staff (and any instrument that replaces it) and GUB's policies, guidelines and procedures.

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the GUB's environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Direct Manager.