



POSITION DESCRIPTION – PDBA COURT SUPERVISOR

Position Title:

PDBA Court Supervisor

Status:

Casual

Reports to:

Competitions Manager

Overall position Objective:

The PDBA court supervisor is responsible for ensuring that PDBA competitions are run smoothly and the PDBA By-Laws are being enacted.

The PDBA is currently seeking an organised and enthusiastic Court Supervisor to assist in the coordination of our competition game days. A successful applicant will have a sound understanding of PDBA competitions and By-Laws as well as the ability to thrive in a fast-paced environment.

We are specifically looking for individuals available for the below Competition Times/Venues on Saturday's. Additional opportunities may become available with experience.

- Cardinia Life Stadium: 12pm onwards
- Beacons Hills College Pakenham: 12pm onwards

Roles and Responsibilities:

- Set up and pack down of competitions (iPads, arrows, basketballs etc).
- Management of competition throughout the day (charging iPads, swapping over basketball sizes).
- Ensuring all teams have paid prior to games.
- Assisting referees with behaviour management and escorting offenders out of the stadium if necessary.
- Communication with Aligned Leisure staff on first aid and facility requirements.
- Being the first point of contact during competition hours and providing excellent customer service by answering any relevant questions and assisting members where possible.

General

- Uphold the values of PDBA and Basketball Victoria
- Deal with any unacceptable behaviour from coaches, players, and spectators within the PDBA and Basketball Vic guidelines.
- Work with and assist competition staff and other PDBA staff where necessary.

Mandatory Competencies:

- Demonstrated excellent skills in people management.
- Excellent planning and organisational skills.
- Knowledge of PDBA Competitions and By-Laws (favourable).
- Knowledge or experience with referees or basketball officiating (favourable).
- High-level customer service skills and experience (favourable).
- Be able to work effectively as part of a team and have the capacity to represent PDBA throughout the relevant competitions.
- Honest, dependable, and disciplined.
- Advanced interpersonal communication skills.
- Solution orientated problem solver with a proactive approach and proven initiative.
- Excellent time management.
- Able to work autonomously.

Required Qualifications:

- Victorian Driver's License
- First Aid (or willingness to obtain)

To be discussed upon request. Applicants must email a copy of their current CV with a covering letter addressing the above from the position description, to:
domestic@pakenhambasketball.com.au