

POSITION DESCRIPTION – STADIUM FACILITIES - COMPETITIONS

Policy number	BO-20	Version	1
Drafted by	Brooke Norgrove	Approved by Board on	
Area of responsibility	Basketball Operations	Scheduled review date	August, 2023

1. Position

Position Title:	Stadium Facilities Assistant
Location:	Ipswich
Supervises/Manages:	Nil
Reports to:	Ipswich Basketball Association Inc General Manager
Salary:	Remuneration will be commensurate to the experience and ability of the successful applicant
Hours of Work:	Up to 16 hours per week, out of hours, evenings, and weekend work required to facilitate court usage timetable. Casual or Permanent Part-time will be dependent on successful applicant.

2. Organisation

Ipswich Basketball Association (IBA) exists to grow and develop the sport of basketball for all participants. IBA is an incorporated association under the Associations Incorporations Act 1981 and is governed by a Management Committee.

3. Purpose of the Position

To oversee the efficient use of the IBA Stadium and any other facilities (as required) e.g. for championships.

4. Job Tasks

The Stadium Facilities Assistant will be required to undertake a variety of tasks which may include the following. The Stadium Facilities Assistant will also be required to undertake any other tasks within their classification and competency level as directed from time to time by the IBA General Manager. These may include but not limited to cleaning and canteen duties.

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4.1 Relief Administration - Competitions

To complete administrative duties and input data with regard to the facilities, players/parents/members and facility users:

- Scoresheets
- COVID and other work safe plans
- Data entry into competition recording software
- Handling cash, EFTPOS transactions
- Ordering stock and stock control
- Record keeping
- Bookings and reservations
- Invoicing
- Answering the telephone and taking messages.
- Dealing with enquiries and/or progressing to other staff as required.
- Assisting players/parents/members with the completion of appropriate documentation.
- Completion of reports e.g. Accident report forms

4.2 Canteen

- Food preparation
- Attending counter
- Non-specialised cooking
- Stock takes

4.3 Health & Safety

- Health & Safety inspections undertaken and recorded on a daily basis.
Risk assessments updated as and when necessary.
- Ensure that facility users adhere to all health and safety instructions and guidelines.
- Ensure that all guidelines for safeguarding children are strictly adhered to.
- Act as a fire marshall in the event of an evacuation.

4.4 General

- Participate in training/learning activities and performance management as required.

5. Essential Requirements

- Well organised, good time manager able to meet deadlines
- Attention to detail in data entry and document completion
- Evidence of any experience relevant to post
- Numeracy and literacy capability
- High level of interpersonal skills, ability to relate well to players, parents, volunteers and members
- Good role model
- Enthusiastic, positive, pro-active nature
- Ability to work under pressure
- Ability to undertake general administrative duties
- Confidentiality
- Ability to be flexible and versatile in terms of hours
- Commitment to safeguarding young people
- Willingness to undertake basic first aid

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- Knowledge of health & safety
- Positive Blue Card accreditation or willing to obtain

6. Other information

IBA is required to meet the demands of a sport which operates seven days per week, with the timing of certain activities being critical to its success. IBA staff will, as the circumstances of the case determine, contribute their time and efforts outside normally recognised office hours.

The facilities role requires frequent lifting, moving, pushing, and pulling of equipment, chairs and rubbish. A workplace assessment of fitness to perform tasks may be required as a pre- requisite of appointment to this role.

It will be a condition of employment that you will not without authority of the Management Committee, divulge to any other person any information regarding the affairs of IBA.

7. How to apply

Please email applications to manager@ipswichforce.com.au by close of business, 5pm Monday 22nd March, 2021.