

**Position Title:** New Player Coordinator

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** Committee

**Term:** 1 year – Renewable

**Position Description:**

The New Player Coordinator plays a vital role in welcoming, supporting, and integrating new players and their families into the club. The role ensures that new members feel informed, connected, and valued, contributing to positive experiences and long-term involvement with the club

**Key Responsibilities:**

* Act as the main contact for enquiries from prospective and new players and their families.
* Guide new players through the registration process, ensuring forms and fees are completed on time.
* Work with the Age Group Coordinators, and Coaches to allocate new players to appropriate teams.
* Provide new families with key information about the club (training times, uniform requirements, policies, codes of conduct, etc.).
* Help create a welcoming environment, checking in with new players during their first season.
* Ensure new families are linked into club communication channels (email, social media, etc.).
* Assist with new player recruitment initiatives (Come & Try days, school visits, club days, etc.).

**Preferred Skills & Attributes:**

* Friendly, approachable, and welcoming personality
* Strong communication and organisational skills
* Ability to work collaboratively with committee members, coaches, and team managers
* Knowledge of (or willingness to learn about) the club’s operations, policies, and competition structure
* Empathy and patience, especially when assisting new families unfamiliar with basketball

**Time Commitment:**

* Varies across the season, with higher demand at registration periods.
* Attendance at committee meetings.
* Be present at events or season welcome sessions.