

**Position Title:** Player Coordinator

**Club:** Boronia Buffaloes Basketball Club

**Reports To:** Committee

**Term:** 1 year – Renewable

**Position Description:**

The Player Coordinator looks after player needs across all age groups. They are the main contact for registrations, team placements, and player support, working with coaches, age group coordinators, and the committee to make sure every player has a positive and fair experience.

**Key Responsibilities:**

* Act as the main contact for enquiries throughout the season from players and parents.
* Coordinate registrations and work with the age group coordinators to ensure all players are allocated to appropriate teams.
* Provide families with up-to-date information about training, games, and club policies.
* Support players with any issues that arise, referring matters to the committee if needed.
* Assist with player retention by checking in with families and ensuring positive experiences.
* Contribute to player recruitment and retention initiatives, including community engagement.

**Preferred Skills & Attributes:**

* Friendly, approachable, and supportive personality.
* Strong organisational and communication skills to be able to collaborate with varying stakeholders
* Ability to handle enquiries and resolve issues calmly and fairly.
* Knowledge of basketball competition structures (or willingness to learn).

**Time Commitment:**

* Steadier involvement throughout the season, with peak times during registration and team allocation periods.
* Attendance at committee meetings.
* Occasional presence at club events, grading sessions, or welcome activities