



Vermont Vultures Basketball Club position description – Venues Coordinator

Updated 30/11/2023

Role: Venues Coordinator

Reports to: Executive Committee

Role classification: Voluntary

Committee member: Yes

Expected hours of work: 10 hours per month, variable by month

Purpose

The purpose of this document is to outline the roles and responsibilities of the Venues Manager at the Vermont Vultures Basketball Club (The Club). These roles and responsibilities are not intended to be exhaustive, but rather to outline what is typically required to fulfil the role.

Summary

The role of Venues Manager is a key role within the Vermont Vultures. The key responsibility for this role is the allocation and communication of training venues to teams at the beginning of each season. Note: Currently The Club utilises Nunawading Stadium, Vermont Primary School, Vermont Secondary School, Mulluana Secondary School, and Eva Burrows College as training venues

Role description

This role is generally the first point of contact from coaches regarding training venues. The role is supported by the Club Admin Officer and Treasurer and is required to perform the following duties:

1. Seasonal allocation of teams to venues
2. Communication with coaches on available training slots including coordinating coaches who are training multiple teams
3. Liaising with venues regarding available training times and venue requirements
4. Assisting the Treasurer with review and payment of venue hire invoices
5. Coordinating venue opening & lockup with coaches, including managing venues over finals periods when there is reduced use
6. Developing increasingly efficient ways to manage the process of allocating teams to venues

Skills required

The successful applicant will possess:

- Experience with Microsoft office suite
- Good communication skills

Qualifications required

- Past experience in a similar operational role (paid or voluntary)
- Current Working with Children Check
- A past or current affiliation with The Club as player, parent/guardian, Committee member, or active supporter

Mandatory Competencies/Licenses

- Working with Children Check

For more information on this role

Club President president@vermontvultures.org.au

Club Vice President vicepresident@vermontvultures.org