



Vermont Vultures Basketball Club Position Description – Awards Assistant

Updated 29/11/2023

Role: Awards Assistant

Reports to: Basketball Operations and Brand and Communications

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 Awards Assistant at the Vermont Vultures Basketball Club (The Club).

Summary

The role of the Awards Assistant (AA) is a key non-committee role within the Vermont Vultures. The AA is responsible for keeping records of and monitoring season MVP votes on a weekly basis and sending our reminders to TMs if votes have not been submitted. The AA will also be responsible for coordinating and ordering all awards for the end of each season including the annual Club Awards.

The role works closely with Brand and Communications Manager and Website and Communications Assistant.

Role description

The role is supported by Basketball Operations and Brand and Communications and works closely all committee as required, dependent on the task or issue and any given time. It is required to perform the following duties:

1. Weekly follow ups with teams that have not submitted MVP votes
2. Records of those that opt out of voting including but not limited to U16 and U18s
3. Escalation and redirection of queries to BO and BC as required
4. Ordering of all end of season awards and annual Club awards

Skills required

The successful applicant will possess:

- Experience with Microsoft office suite
- Excellent 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