



POSITION DESCRIPTION

Position Title	REFEREE SUPERVISOR
Employment Status	CASUAL
Closing Date	FRIDAY 20 th OCTOBER 2017
Reports To	COMPETITIONS & ELITE TEAMS MANAGER

OVERVIEW OF BASKETBALL GEELONG

“Basketball Geelong exists to foster basketball in the Geelong and district community, to oversee the conduct of the sport and to enable the participation and development of players, clubs and officials of all abilities.”

POSITION SUMMARY

As a Referee Supervisor you will have the delegated authority of the Competitions & Elite Teams Manager along with the nightly Customer Service Officer (CSO).

As well as identifying potential risk factors and taking steps to reduce those risks, The Referee Supervisor will promote Basketball Geelong in a positive image and its values.

Referee Supervisors will maintain a broad knowledge of Basketball Geelong programs and services whilst at the same time managing the following functions whilst on shift; Referee needs, customer service, safety (reporting of incidents and accidents), competitions management, facility operations, customer education, reporting of general maintenance items; and cleaning.

AUTHORITY / ACCOUNTABILITY

Within the parameters of this PD and the training you have, you are authorised and required to undertake any actions that will ensure that competitions are managed appropriately, that a high level of customer service is maintained and your facility is clean, safe and inviting for all visitors.

DUTIES & RESPONSIBILITIES

- Provide exceptional customer service at all times
- Be professionally presented at all times (this includes wearing appropriate uniform)
- Return warm-up balls to CSO office and collect game tickets
- Assist in resolving any issues with Stadium Scoring
- Proactive approach to Referee feedback
- Active coaching of junior officials
- Using time-outs and breaks in play to educate & provide feedback to referees
- Managing communications between officials & other participants in the game, including players, coaches, scorers etc.

- Mentor and protect officials
- Provide feedback to competitions staff regarding any issues or incidents with players or teams involved in the nightly competition.
- Handle customer complaints and requests
- Answer and respond to phone enquiries.
- Administer Basketball Geelong Competitions as directed by the Competitions & Elite Teams Manager
- Read and keep up to date with Basketball Geelong By-laws
- Maintain a working knowledge and understanding of the facilities Emergency Action Plan.
- Recognise cleanliness issues and act accordingly
- Perform First Aid to the level at which you are trained and qualified
- Read and keep up to date with communications, manuals and memos that are relevant to your position
- Perform Customer Service, Competition, Cleaning and Maintenance duties as outlined in the Customer Service Officer Daily Checklist
- When requested perform additional duties during shifts in support of the Competitions & Elite Teams Manager.
- Work cohesively and cooperatively with Customer Service Officer
- Report to Competitions & Elite Teams Manager on any issues, incidents and/or accidents that arise on your shift
- Co-operate with Basketball Geelong with respect to legislative occupational health and safety requirements.

CONDITIONS OF EMPLOYMENT

The successful applicant will be subject to a Working with Children Check.

The successful applicant will require a level two first aid certificate (or willingness to obtain).

Preferably holds a current A grade (Referee License) or higher with a current working knowledge of the most recent FIBA rules.

This position is a paid position.

APPLICATION PROCESS:

All applicants must provide a current CV and a cover letter covering the following questions:

1. Why do you want to work for Basketball Geelong?
2. What is your current basketball knowledge and how long have you been involved in the game?
3. What would be your biggest asset that you would bring to Basketball Geelong?

Apply to: **Sarah Monck via email: sarah@basketballgeelong.com.au**

Closing Date: **Friday 20th October 2017**

Position: **Competitions & Elite Teams Manager**

Posted: **Tuesday 10th October 2017**