



Operations Manager – Maccabi Basketball

Reports to:

President – Maccabi Basketball

Type: Part Time (Paid)

Maccabi Basketball Club

Sport provides many critical advantages with very clear physical, psychological, and social benefits. Learning to be part of a team, development, leadership, resilience, and social connections are all important life skills. Maccabi Victoria Basketball Club aims to enhance and enrich the lives of individuals of all ages in the Jewish community in Victoria, through athletic, cultural and educational basketball programs. The Maccabi Victoria Basketball Club is responsible for overseeing the Jewish basketball program in the State.

Role Summary

The Operations Manager – Maccabi Basketball is responsible for the daily running of the Maccabi Basketball club. The role will work closely with the Committee, including the President and Vice President and volunteers to execute key strategies, oversee programs and ensure the successful operations of the club.

You will play a crucial role in shaping the future of the club, coaches and players. Your dedication, passion for community sport, and commitment to operational excellence will drive the success of the club and will contribute to the growth of the sport within our community.

Key Responsibilities

Summary

- Oversee club operations
- Administer registration process and support volunteers
- Support coaching program, including roles and remuneration
- Support management and co-ordination of the Committee
- Oversee systems – website, apps, data management
- Manage day to day running of the club and issues management (parents, participants, coaches)

- Support President/VP in execution of strategy and communication with Committee
- Manage execution of key projects
- Develop and oversee yearly calendar (registrations, grading, events, comms etc)
- Organise events/award nights
- Develop and improve operational processes and efficiencies (registrations, scheduling, venue management)
- Provide administration support where required (with support from Maccabi Victoria)
- Execute marketing and social media plans (with key volunteers)
- Execute communications (with key volunteers)
- Execute marketing plans
- Support servicing of partners
- Develop business cases for new funding and projects
- Develop grants and new funding sources

Detailed

- Oversee and support execution of volunteer management, including venue coordination, team manager support, uniform distribution, social media management calendar management, and communications.
- Oversee and support execution of the club's administrative functions, including registration, season start-up tasks such as team allocation, training scheduling and assignment of coaches to teams and ensure all functions are completed by deadline. Supporting Heads of Teams (primary/secondary). This includes executing registration/training scheduling, entering teams into competition and supporting coaches and team leads through team allocation.
- Liaise with web designers to update the club's website each season prior to registration. (In conjunction with communications officer).
- Provide support to coaches, in consultation with VP, Director of Coaching to resolve issues around team grading, training and players and provide adequate administrative support for coaches.
- Work with and support Head of Teams (primary and secondary) who will liaise directly with the Directors of Coaching and lead coaches to discuss issues around behaviour, policy, and teams.

- Work closely with the Association Liaison who will liaise with the Associations to develop and manage game schedules, coaching clashes, disciplinary issues, and administrative issues. Attend pre-season association meetings.
- Work with the Venues Manager to liaise with venues, including Bialik, Wesley, Orrong Romanis and new venues to ensure that the club's needs are met.
- Assist Heads of Teams in resolving complaints from parents and players. Elevate to Vice President and President where required.
- Administer additional programs, such as skills development and external coach training.
- Assist in determining club policy in consultation with the committee as needed.
- Order and distribute coaches' equipment (Trophy and equipment coordinator).
- Liaise and support the Seniors and All Abilities programs.
- Communicate with club members and stakeholders through email, social media, and Stack Team App (with communications lead)
- Provide regular club updates and attend strategy meetings with the President, Coaches, and other members of the Executive Committee and Maccabi Victoria.
- Develop grant applications.
- Provide administration support and email inquiry response where required (particularly through registration process).

Skills Required

- Strong organisational and leadership skills
- Strong communication and interpersonal skills
- Ability to work independently and as part of a team
- Ability to meet deadlines and work under pressure
- Self-starter and problem solver
- Commitment to the club's mission and values
- Passionate about community support
- An empathy for key disciplines – Operations, Finance, Marketing, Sponsorship, Social Media
- Strong administrative skills