



PORT MACQUARIE BASKETBALL ASSOCIATION

POSITION DESCRIPTION

JUNIOR REPRESENTATIVE COORDINATOR

PORTFOLIO	Representative Portfolio
LOCATION	Port Macquarie
CLASSIFICATION	Honorarium (tbc)
POSITION NO.	

ABOUT PORT MACQUARIE BASKETBALL ASSOCIATION (PMBA)

Port Macquarie Basketball Association (PMBA), founded in 1967, has a proud history of growing and developing basketball at both local and representative levels.

With approximately 1,200 members, PMBA is financially stable and offers:

- Aussie Hoops development programs for pre-schoolers and children aged 8–10.
- Competition games for age groups ranging from U12s to Premier League, A, B & C Grade, men and women.

Operating from one of the newest six-court facilities in NSW, PMBA regularly hosts Basketball NSW (BNSW) representative central venue rounds, school events, Waratah League rounds, and the annual junior and senior Seaside Classics.

POSITION PURPOSE

The Junior Representative Coordinator ensures that all Junior Representative players and their families receive accurate and timely information throughout the BNSW Wilson Waratah Junior League season.

This role requires management of logistics, communication, budgets, and technical requirements across multiple Junior Representative teams (NEJL, NJL, JPL). It involves regular liaison with the PMBA Board, BNSW, coaches, managers, and families, and coordinating volunteer rosters and logistics when PMBA hosts junior representative rounds.

The coordinator also plays a key role in creating, updating, and maintaining resources to support the Junior Representative Program and ensure consistency and professionalism.

KEY ACCOUNTABILITIES

- Communicate regularly with BNSW staff to share information and updates.
- Conduct regular meetings with Team managers.
- Coordinate, manage, and be present at Representative rounds hosted at Port Macquarie and external venues.
- Work with PMBA Board members to ensure successful Representative rounds.
- Manage court hire bookings for Rep Program training sessions.
- Create, manage, and report on a separate budget for the Junior Representative Program, including:
 - Team nominations and registration fees.
 - Uniforms, kit bags, and equipment.
 - Pre-season tournaments and carnivals.
 - Presentation event costs, trophies, and awards.
- Oversee the creation, review, and updating of key resources including:
 - Representative Player Handbook.
 - Representative Manager's Handbook.
 - Referee Guidelines and other operational documents.
- Coordinate and manage all aspects of the Junior Representative Program including:
 - Team nominations and submissions to BNSW.
 - Team announcements, photos, and media updates.
 - Staff attire, uniforms, and equipment.
 - Training schedules and induction camp.
 - Management of all team Heja apps.
- Act as the point of contact for families, players, and staff regarding enquiries, complaints, or information pre- and during season.
- Ensure players, families, and spectators abide by the Code of Conduct.
- Support coaches and managers to maintain professional standards at all times.
- Develop and promote a positive, professional culture across the Junior Representative Program.

KEY RELATIONSHIPS

WHO	WHY
Representative Players	Facilitate their participation in NEJL/NJL/JPL competitions.
Team Managers	Provide accurate, timely information, direction and support.
BNSW	Maintain clear, regular communication to ensure compliance and coordination.
PMBA Members	Serve as point of contact for enquiries and problem resolution
PMBA Board Members	Collaborate to plan and deliver the Representative season.
Technical Committee	Support referee and scoretable officials at Rep rounds.
Venue staff	Coordinate bookings, access, and setup requirements.

POSITION DIMENSIONS

Reporting Line: Representative Portfolio PMBA Board, BNSW

Direct Reports: None

Indirect Reports: Coaches, Team Managers, Stadium Manager

Financial Delegation: Oversight of Junior Representative Program budget (creation, management, reporting, pre-approved expenses reimbursed)

Budget/Expenditure: Separate Junior Program budget in alignment with Senior Representative Coordinator's Senior Program budget

Expected Workload: ~20 hours/week during rep season; ~30 hours per hosted round; additional time during peak season (draw release, trials, finals).

ESSENTIAL REQUIREMENTS

1. Must be over 18 years of age.
2. Sound and current knowledge of BNSW rules and interpretations.
3. Current First Aid Certificate.
4. Valid NSW Working with Children Check (WWCC).
5. Ability to maintain confidentiality and privacy.
6. **Must be able to work independently and without supervision, demonstrating strong initiative and problem-solving skills.**
7. **Must be committed to delivering all aspects of the Representative Programs in a timely, accurate and professional manner ensuring deadlines and expectations are consistently met.**

CAPABILITIES (NSW PUBLIC SECTOR CAPABILITY FRAMEWORK)

CAPABILITY GROUP	NAME
 Personal Attributes	Display Resilience and Courage
	Act with Integrity
	Manage Self
	Value Diversity
 Relationships	Communicate Effectively
	Work Collaboratively
	Influence and Negotiate
 Results	Think and Solve Problems
 Business Enablers	Technology