

Job Title: Director of Knox Junior Raiders Basketball

Reports to: CEO & Director of High Performance

Job Overview:

As the Director of Knox Junior Raiders (KJR) Basketball, you will play a pivotal role in shaping the developmental pathway for KJR athletes and coaches within our organisation. Reporting directly to the Director of High Performance, your leadership will be instrumental in establishing and executing comprehensive programs to nurture player and coaching talent, instil fundamental skills, and prepare players and coaches for success at VJBL and higher levels of competition.

Key Responsibilities:

Raiders Trials

- Maintain ongoing collaboration and communication with the Domestic/Schools Program Coordinator assist in the transition of players to the Knox Junior Raiders (KJR) program
- Oversee Domestic/Schools Program Coordinator to ensure Trials, Rep Ready Programs and KJR Coaching Positions are advertised to domestic clubs/players/coaches
- Manage advertising and promotion of KJR Trials to current KJR players/wider community
- Manage advertising for KJR coaching positions to current KJR coaches/wider community
- Collaborate with Director of High Performance and KJR Boys and Girls Coordinators to determine KJR coaching positions, including age group head coaches
- Appoint KJR coaching/age group head coach positions (including ensuring that coach accreditations/WWCC are up-to-date)
- Manage registration process for Rep Ready Program
- Design, implement and oversee Rep Ready Program
- Recruit and oversee lead and support coaches for Rep Ready Program
- Manage court bookings for Rep Ready Program
- Manage registration process for KJR Trials (including "Permission To Train" process for players arriving and leaving)
- Design, implement and oversee KJR Trials (including collaborating with KJR Boys and Girls Coordinators and age group head coaches to develop training plans for trials).
- Manage court bookings for KJR Trials (including time slots for each age group and gender)
- Arrange coaches and selectors for trials (as per coaching appointments, ensuring that coach accreditations/WWCC are up-to-date)
- Conduct a welcome meeting for all coaches/players/parents to ensure all parties are aware of Trial processes and Team Selection Processes (including team selection disputes process)

Team Selection

- Collaborate with KJR Boys and Girls Coordinators and KJR Coaches to oversee team selections
- Manage team announcement process
- Manage player/parent concerns regarding team selections (as per process)
- Manage player clearances for players arriving and leaving
- Oversee appointment of Team Managers and Assistant Coaches (including ensuring that coach accreditations/WWCC are up-to-date)
- Manage uniforms (numbers and orders for new players)
- Arrange On-Boarding meetings for coach, player and parents to spell out expectations for season ahead including:
 - 1) Signing of Code of Conducts by all parties
 - 2) Player/coach/team manager registration with PlayHQ for Raiders teams
 - 3) Player/coach/team manager added to correct Team App team (with correct permissions for coaches and team managers)

Pre-season

- Collaborate with Director of High Performance and KJR Boys and Girls Coordinators to establish style of play and coach/player development
- Utilising KJR Boys and Girls Coordinators, manage and implement coaches meetings and workshops on style of play and coach/player development
- Manage court bookings and court training plan for KJR Training sessions (including time slots for each age group and gender)
- Arrange practice games (in house and/or with other associations)
- Move players between teams if required – communicate with all coaches and coordinators

In-season

- Manage court bookings and court training plan for KJR Training sessions (including time slots for each age group and gender, considerations for start of season/football season)
- Manage communication on TeamApp regarding team and club activities and information
- Delegate for VJBL and manage all communication with VJBL
- Maintain ongoing collaboration and communication with the KJR Boys and Girls Coordinators and the Director of High Performance to ensure a constant flow of updated information on player and coach progression (including player and coach nominations for BV HP programs and Youth League/NBL1 consideration)
- Manage domestic competition player exemptions for players selected in BV HP programs
- Continue to manage and implement coaches meetings and workshops/clinics regarding style of play and coach/player development as established in the pre-season

- Promote coaching development via additional accreditations through BV
 - Manage all issues/complaints (parent/players/coaches) following due process
 - Escalate issues to Director of High Performance and CEO where appropriate
 - Attend Tuesday night trainings at SBC
 - Attend Friday night games at Boronia/SBC
 - Open all stadiums on Sunday mornings – SBC/Fairhills/Boronia
 - Attend Sunday morning trainings – rotate between stadiums
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Tournaments

- Manage team registrations
 - Manage player registrations for each tournament on PlayHQ
 - Manage team entry payments for each tournament
 - Manage court bookings in lead up to Dandenong/Eltham tournament
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School Holiday programs

- Manage advertising, promotion of School Holiday Programs for current KJR players.
 - Manage and set up registrations (including payment process/platforms).
 - Recruit and oversee lead and support coaches (ensuring that coach accreditations/WWCC are up-to-date).
 - Manage court bookings.
 - Design, implement and oversee School Holiday Programs, including training plans for each level/age group.
 - Oversee, check-in and welcome participants to the program.
 - Manage parent interactions.
 - Oversee coaches payments.
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Knox Junior Raiders Committee

- Attend KJR committee meetings
- Report to the committee on matters with VJBL and in the KJR program
- Report committee matters to Director of High Performance and CEO

Proposed Contact Hours

| During School Term: | | |
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| MON | Day off | |
| TUE | 9am-2.30pm - Administration duties (as outlined in key responsibilities) | 4:30pm-8:30pm - Oversee KJR training sessions (as outlined in key responsibilities). |
| WED | 9am-5pm - Administration duties (as outlined in key responsibilities) | |
| THURS | | |
| FRI | 9am-2.30pm - Administration duties (as outlined in key responsibilities) | 6:40pm-11pm - Attend VJBL games (as outlined in key responsibilities). |
| SAT | Day off | |
| SUN | 7am-1pm - Oversee KJR training sessions (as outlined in key responsibilities). | Afternoon off |
| Total: ~38-40 Hour Work Week (dependant on scheduling/season) | | |

| During School Holidays: | | |
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| MON | 9am-5pm - Oversee school holiday programs and/or attend local tournaments - Administration duties (as outlined in key responsibilities) | |
| TUE | | |
| WED | | |
| THURS | | |
| FRI | | |
| SAT | Day off | |
| SUN | Day off | |
| Total: ~38-40 Hour Work Week (dependant on scheduling/season) | | |