



POSITION DESCRIPTION

Position Title:	Court Supervisor
Reports to:	Office Facilities Manager
Status:	Casual
Location:	Newcastle Basketball Hunter Sports High Macquarie College
Subordinates:	Nil

POSITION SUMMARY

Reporting to the Competitions Manager, the Court Supervisor ensures the smooth operation of events and activities held by Newcastle Basketball. This includes Junior and Senior competition games, school gala days, casual hire events, representative training days and other activities. The roles involves coordinating operational tasks across multiple courts, while ensuring safety, adherence to procedures and a positive participant experience.

ESSENTIAL DUTIES & RESPONSIBILITIES

Game Coordination:

- Oversee the organisation and execution of games across courts, ensuring punctual start times and seamless transitions between games.
- Coordinate court assignments and manage the setup of equipment and resources.

Operational support:

- Provide support to coaches, players, and officials during games, addressing any logistical issues, and ensuring smooth game flow.
- Act as the go-to person for resolving on-site challenges promptly.

Communication:

- Serve as the primary point of contact for coaches, referees and other personnel involved in the competition.
- Communicate effectively to relay information, address concerns, and ensure all parties are informed and aligned.

Conflict Resolution:

- Handle disputes or issues during games, enforcing rules and promoting a positive and respectful environment.

Facility Management:

- Conduct basic cleaning tasks to maintain a safe and tidy playing environment. This includes removing debris, ensuring proper equipment storage, and checking for hazards.



SKILLS & EXPERIENCE

- Demonstrated knowledge and experience in basketball officiation or game coordination.
- Strong communication and interpersonal skills with the ability to work effectively with students, children and community members.
- Reliability and ability to work flexible hours and perform diverse duties.
- Adequate fitness and mobility to actively participate in on-court activities and handle physical demands.
- Ideally prior experience as an instructor or in a coaching capacity.

QUALIFICATIONS

Essential:

- Working with Children Check (WWCC).
- HLTAID011 - Provide First Aid or HLTAID009 - Provide cardiopulmonary resuscitation - (CPR).

Desirable:

- Basketball NSW Association Community Referee Course.
- Club Coach Accreditation (Formerly Level 1).

PHYSICAL DEMANDS

- Standing or walking for extended periods during games and competitions.
- Lifting and carrying equipment as required.
- Performing basic cleaning tasks and maintaining the court environment.
- Reasonable accommodations can be made for individuals with specific needs.

WORKING CONDITIONS

- Work may be required across multiple venues, including Newcastle Basketball Stadium and external locations.
- Outdoor work may occasionally be required, depending on event needs.

SALARY & BENEFITS

- Fitness Industry Award [MA000094] – Level 2
- Additional benefits include opportunities for professional development, career progression and potential performance-based incentives.