

WESTERN PORT BASKETBALL ASSOCIATION

BOYS COORDINATOR & GIRLS COORDINATOR

Honorarium Positions – Position Description

Western Port Basketball Association (WPBA) is seeking to appoint two separate honorarium positions to support its VJBL Steelers program:

- Boys Coordinator
- Girls Coordinator

Applicants may apply for either role individually or may indicate their interest in both roles where they believe they have the experience and capacity to fulfil the requirements.

Western Port Basketball Association is a community-focused association committed to providing strong development pathways for players, coaches, and officials across the Western Port region. Through its VJBL Steelers program, WPBA aims to deliver a positive, inclusive, and development-driven representative environment that supports long-term athlete development while maintaining strong links to its domestic clubs and broader basketball community.

Reports to: General Manager, Western Port Basketball Association

Works closely with: Junior Representative Committee, Basketball Administration Officer, VJBL Coaches

Term: 12 months (with a review at 6 months)

Remuneration:

This is an honorarium-based role and not a salaried employment position. The honorarium will reflect the scope of the role and the successful applicant's experience and will be discussed with shortlisted candidates.

1. ROLE PURPOSE

The Boys Coordinator and Girls Coordinator play central development roles within Western Port Basketball's VJBL Steelers program.

The roles exist to:

- Improve and support coaching standards
- Strengthen player development pathways
- Embed a unified WPBA style of play across all junior representative teams
- Mentor coaches and ensure alignment across age groups

- Contribute to a strong, positive, and community-focused program culture

These positions supplement the work of WPBA staff and the Junior Representative Committee but do not carry operational responsibility.

They are honorarium-supported development roles focused on lifting standards across the program.

1.1 IDEAL CANDIDATE PROFILE

This role will suit an experienced coach or coach developer who is passionate about junior basketball pathways and long-term athlete development. The successful applicant will value collaboration, enjoy mentoring and supporting coaches, and be comfortable working within a committee-led, community-based association environment.

While experience within representative basketball programs is important, the ability to build strong relationships, communicate clearly, and positively influence coaching and program standards is equally critical.

2. KEY RESPONSIBILITIES

2.1 Coach Support & Development

- Attend Friday night home games to observe coaching practices, behaviour standards, and team development
- Attend selected away games when their designated gender (Boys or Girls) is scheduled away, where practical and beneficial
- Attend team trainings on a rotating schedule to ensure regular observation across all teams
- Provide ongoing feedback, mentoring, and training-plan support to coaches
- Assist coaches in implementing a consistent and age-appropriate WPBA style of play
- Assist in the delivery of coach education workshops
- Provide formal coaching feedback (mid-season and post-season)

2.2 Player Development

- Observe athletes at trainings, home games, and selected away games for development tracking
- Support coaches in identifying athlete needs and development priorities
- Assist high-potential athletes aspiring to Basketball Victoria Performance Pathways (SDP, NPP, State Camps)

- Provide guidance regarding athlete load management and holistic development

2.3 VJBL Program Support

- Assist the Junior Representative Committee in facilitating and supporting try-outs
- Assist the Junior Representative Committee in selecting coaches for VJBL teams, ensuring appropriate development opportunities
- Support the try-out and grading process in accordance with the Steelers Player Selection Policy and Coach Selection Policy
 - Assist in maintaining depth charts, age-group overviews, and long-term planning notes
- Provide written or verbal reports to the General Manager upon request
- Attend scheduled meetings with the General Manager and Junior Representative Committee to support alignment and continuous program improvement
- Contribute to the planning and development of future program initiatives, including the proposed Junior Elite Academy, through consultation, program design input, and support in identifying appropriate coaching and development resources as required.

2.4 Culture, Values & Communication

- Model and reinforce WPBA values of community, development, inclusion, and respect
- Support positive communication between coaches, parents, and players in line with WPBA policies
- Assist with informal, on-court parent and coach support where appropriate (formal complaints remain the responsibility of the General Manager or Committee)
- Ensure compliance with WPBA Child Safety policies and Basketball Victoria Codes of Conduct
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3. WHAT THIS ROLE IS NOT

To protect role scope and ensure fairness relative to the honorarium, this role does not include:

- Uniform or merchandise management
- Acting as VJBL Delegate
- Managing team managers
- Oversight of domestic competitions

- Coaching a dedicated Steelers VJBL team

This is primarily a development, mentoring, and standards-support role.

4. KEY PERFORMANCE INDICATORS (KPIs)

4.1 Coaching Outcomes

- Evident improvement in coaching consistency and delivery
- Coaches demonstrating WPBA style-of-play principles
- Strong engagement in coach development initiatives

4.2 Player Outcomes

- Improved fundamentals and basketball IQ across age groups
- Increased athlete readiness for VJBL competition and BV pathways
- Observable year-on-year improvement in team competitiveness

4.3 Program Culture

- Positive feedback from coaches regarding support and communication
- Improved cohesion between coaches, parents, and WPBA personnel
- Increased coach retention

4.4 Engagement & Reporting

- Consistent attendance at:
 - Friday night home games
 - Rotational team trainings
 - Selected away games for their assigned gender
 - Required meetings and workshops
- Timely submission of requested reports

5. SKILLS & QUALIFICATIONS

Essential

- Strong understanding of junior basketball development
- Proven ability to mentor and develop coaches
- Effective communication with players, parents, and coaches
- VJBL or equivalent representative coaching experience
- Current Working with Children Check and Member Protection requirements
- Ability to plan training sessions and articulate development principles

Preferred

- Experience presenting and delivering coach education
- Basketball Victoria Level 2 Coaching Accreditation (Association level)
- Familiarity with PlayHQ and Google Drive
- First Aid qualification
- Experience within BV and/or Basketball Australia performance pathways

6. REPORTING STRUCTURE

Direct Report:

General Manager, Western Port Basketball Association

Collaborative Relationships:

- Junior Representative Committee
- WPBA Basketball Administration Officer
- VJBL Coaches

7. TIME COMMITMENT

- Mandatory attendance at Friday night home games
- Attendance at selected away games when their designated gender (Boys or Girls) is scheduled away

- Regular rotational attendance at team trainings
- Attendance at required meetings and education sessions
- Remote work for communication, planning, and reporting

8. TENURE & HONORARIUM

- 12-month engagement, with a formal review at 6 months
- Either party may end the engagement with one month's notice
- Hours and expectations reflect that this is an honorarium-supported development role

Remuneration:

This is an honorarium-based role and not a salaried employment position. The honorarium will reflect the scope of the role and the successful applicant's experience and will be discussed with shortlisted candidates.

TO APPLY

To apply for either the Boys Coordinator or Girls Coordinator role, please submit:

- A short cover letter outlining your suitability for the role(s), and
- An up-to-date basketball résumé

Applications should be sent to:

Nathan Sewell
General Manager – Western Port Basketball Association
Email: gm@wpba.com.au

Applications close at 5:00pm on Sunday 15 February 2026.

For further information or queries, please contact Nathan Sewell at the above email address.

All applications and enquiries will be treated as private and confidential.