



Maroochydore Eagles Basketball Association Inc.
Trading as Suncoast Clipper Basketball Club

22 Elizabeth Daniels Way
BUDERIM, QLD, 4556
PH: (07) 5444 8877

Email: adm.suncoastclippers@gmail.com

Website: www.clippersbasketball.com.au

ABN 49 050 240 630

Administration Officer Clippers Basketball

Position Title: Administration Officer

Reports To: Operations Manager

Employment Type: Casual (2 days per week – Thursday & Friday during season)

Additional Hours: Weekend work may be required to support competitions, programs, and events

Position Overview

The Administration Officer plays a key role in supporting the smooth and efficient operation of the Club. This position provides front-line customer service, administrative support, and assists with the coordination of competitions, programs, and communications. The ideal candidate will be organised, proactive, and confident in navigating digital platforms and social media.

Key Responsibilities

Administration & Customer Service

- Provide friendly and efficient customer service to members, parents, and stakeholders
- Respond to enquiries via email, phone, and in person
- Assist with registration processes, payments, and general club information
- Maintain accurate records, filing, and data entry
- Assist with creating and distributing club communications and notices
- Product ordering for canteen stock
- Handle cash accurately and responsibly, including processing payments, maintaining floats, and following club financial procedures.

Competition & Program Support

- Assist with the administration of competitions, programs, and events
- Support program coordinators and coaches with operational needs
- Assist with venue bookings, court scheduling, and session confirmations
- Help manage participant lists, attendance tracking, and resources
- Opening and closing of venue for competitions and trainings

Digital Platforms & Data Management

- Use Basketball Connect for registrations, results, and team management
- Maintain member databases and ensure accurate information is recorded
- Website maintenance and updates
- Support online forms, surveys, and general system updates

Social Media & Communication

- Create, schedule, and publish social media content across club platforms
- Assist with basic graphic creation, updates, and community engagement
- Support marketing efforts for programs, events, and registrations

Events & Game Day Support

- Assist with the coordination of game day operations as required
- Provide support for weekend competitions, tournaments, or special events
- Help prepare event materials, resources, and logistics



Skills & Experience

Essential

- Administrative experience in a customer-focused environment
- Strong communication and interpersonal skills
- Confidence using digital systems and learning new platforms
- High attention to detail and strong organisational skills
- Ability to work independently and within a team
- Flexibility to assist with occasional weekend work

Desirable

- Experience with Basketball Connect or similar sporting administration platforms
- Experience with social media platforms and content creation
- Basic marketing or design skills (e.g., Canva)
- Website experience with Word Press or similar platforms
- Previous experience in sporting organisations or clubs

Personal Attributes

- Friendly, approachable, and community-minded
- Proactive and willing to support wherever needed
- Reliable, punctual, and committed to quality work
- Ability to handle a dynamic, fast-paced environment