



## POSITION DESCRIPTION

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**Position:** Cubs Clinic Coordinator

The Cubs Clinics are run twice yearly ahead of the new basketball season, and provide an opportunity for boys and girls to “try out” basketball before committing to joining a team. The Clinics are intended for beginners aged 6 to 9 years old, and provide a fun environment to learn the basics of dribbling, shooting and playing in a team.

The Term 1 Clinic (February-March) precedes registration for the Winter season, and the Term 3 Clinic (July-August) precedes the Summer season. The Clinics are currently run as two consecutive sessions on Sundays from 2:30pm to 4pm for 5 weeks at Penpraze Park Recreation Centre.

**Responsibility:** The role of the Cubs Clinic Coordinator is to promote and coordinate the running of the Cubs Clinics. Responsibilities include:

1. Liaising with the Secretary to advertise in local school newsletters and the Club’s website.
2. Liaising with the Facilities Coordinator to book Penpraze Park Recreation Centre for the appropriate dates and times and arrange access to a key.
3. Liaising with the Coaching Director to find appropriate coaching staff and assistant coaches.
4. Liaising with the Membership Officer to track enrolments and compile an email list.
5. Liaising with the Administration Officer to order basketballs and medallions.
6. Emailing updates to parents prior to and during the Clinic, responding to queries regarding the Clinic and Club more broadly, and asking for feedback on completion of the Clinic.
7. Arranging for the Uniform Officer to attend the Clinic at an appropriate time to try on uniforms and take orders.
8. Providing information about the Club and joining a team, encouraging timely registration and generally promoting the Club.
9. Attending each Sunday session to welcome Cubs, provide information and oversee general running of the clinic including handing out basketballs, sponsor incentives and medals.
10. Providing equipment such as hoops, cones and bibs/headbands as needed by the coaches.
11. Encouraging parent coaches and communicating with the Coaching Director/ Age Group Coordinators to provide information.
12. Providing first aid equipment if required during the clinic.
13. Attending General Committee meetings as needed to discuss matters relating to the Cubs Clinic.

**Appointment:** The Cubs Clinic Coordinator role is voluntary and performed by a parent of a current junior player who is familiar with the Club and its administration (e.g., has previously served as a Team Manager).

**Effort:** The Cubs Coordinator role requires most effort around the time of registering Cubs, making arrangements and overseeing the running of the Clinics (2 hours x 5 weeks). For the Term 1 Clinic, this is February-March. For the Term 3 Clinic, this is July-August.