



Donvale Dunkers Basketball Future Dunkers Coordinator

March 2024 – Working document.

Role: Future Dunkers Coordinator

Reports to: Executive Committee

Committee member: Optional or as required

Expected hours of work: 10-12 hours per season, variable by month

The Future Dunker's Coordinator is responsible for the oversight of the Future Dunkers Program.

Future Dunkers is a program developed by Donvale Dunkers in 2019 to develop basic basketball skills in players in Prep, grade 1 and grade 2.

The program serves as an introduction to the game of basketball and enables a better transition into the competitive Saturday program.

Responsible To

The FD Coordinator is responsible to the President of the Committee, on behalf of the members of the Club.

Responsibilities and Duties

- Oversees player's registrations and facilitates all communication before and during the program. Behind the scenes.
- Coordinates all volunteers required to run the program twice yearly – including Head Coach and Assistant (junior) coaches dependant on number of participants.
- Coordinates dates of programs at the start of each year with Donvale Christian College
- Responsible for the ongoing development and improvement of the program with input from the Committee.
- Provides information and support to all new Dunkers families during the registration process, during the program and after the program.
- Liaises with the Registrar and the Executive team on potential progression of FD players into the Donvale Dunkers Program.
- Liaises with the Website Coordinator to update website information around dates, prices and general information for registration purposes.
- Manages and stores Future Dunkers stock and supplies.
- Maintains stock levels and works with the Uniform Coordinator coach and participant shirts.
- Coordinates supplies of FD bags, size 5 basketballs, information booklets & participation medals.
- Works with the Website and Social Media Coordinators to advertise each season utilising the club's Facebook page, DCC Networks and DCC Class reps.



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Knowledge and Skills Required

Ideally the Club Registrar is someone who

- Can communicate effectively
- Is well organized
- Able to work with Excel and online SMS platforms to confirm season's details.
- Be comfortable emailing and answer questions from the general community
- Has a knowledge of the club's Child Safety Policy and how it relates to the FD Program

Estimated Time Commitment Required & Period of Appointment

The time commitment required to fulfill the above duties is estimated at 10-12 hours per season, including time during the program but excluding attendance at regular Committee meetings.

The Future Dunkers Coordinator's time will be required -

- In the lead up to Future Dunkers - managing registrations, admin/communications,
- Organising volunteers, preparing stock, advertising (1hr per week for 4 weeks in the lead up)
- During Future Dunkers (4 x 1hr sessions) - setup, sign in participants, oversee, communicate with parents and pack down (2hrs)

Little additional time is required outside of the 2 x Future Dunkers seasons.

As a volunteer position, this time commitment is greatly valued by the Club and recognised as a vital part of keeping the Club running smoothly.