



BASEBALL

WA

Baseball Western Australia Travel Teams Officer

Position Description/ Success Profile

Position Details	Position Title	Travel Teams Officer
	Date prepared	June 2024
	Location	Perth, Western Australia
	Reporting to	Chief Executive Officer
	Direct Reports	none
	Hours	Part-time contract

Position Profile	Position Purpose	<p>As a professional sporting organisation with extensive community reach, Baseball Western Australia is committed to enhancing the reputation of the sport.</p> <p>The Travel Teams Officer will.</p> <ul style="list-style-type: none"> ● Plan and execute delivery of all teams representing and under the jurisdiction of Baseball WA. This includes but is not limited to flights, accommodation, uniforms and apparel. ● Work with the relevant program staff to appoint coaches. ● Work with the relevant program staff in relation to player selection. ● Act as Executive Officer for teams travelling outside Western Australia as needed. ● Be first point of contact for all communications to and from players and parents. ● Provide quality advice to the relevant department manager to create individual team/program budgets. ● To be Baseball WA's operational representative with tournament organisers.
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		<ul style="list-style-type: none"> Other items relevant to travel teams as set by the or Chief Executive Officer from time to time. <p>In addition, the Travel Teams Officer shall be given a list of Key Performance Indicators each year in line with the position profile points above.</p> <p>The Travel Teams Officer will have a deep passion for the game and developing players, coaches and supporting volunteers to increase the skill capacity of all members.</p> <p>Some inter and/or intra-state travel may be required and Baseball WA will cover all associated travel costs.</p>
	This position will work closely with ...	Baseball Australia, Baseball WA staff and volunteers, Baseball WA charters & clubs (metro and regional) and other key stakeholders.
	Benefits...	<ul style="list-style-type: none"> Uniform (polo shirts) & program apparel where appropriate
Skills & Attributes	The individual in this position should have... <i>(Skills, qualifications and experience required)</i>	<ul style="list-style-type: none"> Demonstrated understanding of the structures and rules of Little League International, Baseball Australia and Baseball WA. Demonstrated commitment to the ethos and values of the organisation. Exceptional interpersonal and liaison skills with an ability to work with a diverse range of stakeholders. Effective working knowledge of Microsoft Office applications – Word, Excel, PowerPoint, Outlook, Internet, and other marketing type platforms Proficient working knowledge of social media platforms Experience in dealing with volunteers and the ability to work in a small team environment. A current driver’s licence and first aid certificate You must hold (or be willing to obtain) a current Working with Children Check.
	The individual in this position should have ... <i>(Personal characteristics, attributes desire...)</i>	<ul style="list-style-type: none"> Professional manner and presentation; Professional and effective methods of communication; Ability to work autonomously and use initiatives to work through problems; Attention to detail and a well-organised approach to work; Energy and passion for baseball; A collaborative approach to working with various stakeholders; A sound ethical approach to evidence-based decision-making; Excellent problem-solving ability and analytical skills