



BASEBALL
WA

**Baseball Western Australia
Regional Servicing Officer**

Position Description/ Success Profile

Position Details	Position Title	Regional Servicing Officer
	Date prepared	September 2024
	Location	Perth, Western Australia
	Reporting to	BWA Participation Manager
	Direct Reports	none
	Hours	Part-time contract (with prospect of evolving to Full-time)

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 Regional Servicing Officer will (within the regions of responsibility):</p> <ul style="list-style-type: none"> - Provide operational and strategic support to local associations identified in the Regional Servicing Plan and as agreed to by the local associations. - Develop and assist in implementing programs aimed at increasing membership in entry level tee-ball programs. - Develop and assist in implementing programs aimed at transitioning tee-ball players into junior and senior baseball competition. - Create new associations where required. - Manage Little League compliance where applicable and appropriate. - Manage the formation of representative teams at all levels, including Little League tournament pathways. - Act as the local facilitator of the coaching accreditation and mentoring program. - Explore and implement additional opportunities to promote Diamond Sports and increase revenue streams, including but not limited to Sporting Schools and school holiday camps and clinics. <p>In addition, the Regional Servicing Officer shall be given a list of Key Performance Indicators each year in line with the position profile points above.</p> <p>The Regional Servicing 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 maybe required and Baseball WA will cover all associated travel costs.</p>
	This position will work closely with ...	Baseball WA staff, Tee-ball WA & Baseball WA associations & clubs (regional) and other key stakeholders.

	Benefits...	<ul style="list-style-type: none"> Uniform (polo shirts)
Skills and Attributes	The individual in this position should have... <i>(Skills, qualifications and experiences required)</i>	<ul style="list-style-type: none"> Demonstrated understanding of the structures and rules of Little League International, Baseball Australia and Baseball WA. Working knowledge of Game Plan (or demonstrated ability to learn). Demonstrated commitment to the ethos and values of the organisation. Certification C Baseball accreditation (or working towards attainment of). 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. Demonstrated ability to work independently to achieved the agreed outcomes. 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 of 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