



# ***PBC Volunteering***

## ***Role Profiles***

# ***ROLES AND RESPONSIBILITIES***

The following roles and responsibilities have been provided as a guide to some of the area's that the club may want to address through its volunteering network. The nature and number of these roles may change as the club grows and develops.

The volunteering roles identified as required by the PBC Committee are as follows:

- Team Manager
- Coach
- Social Media Manager

# TEAM MANAGER

## Role Profile

### Purpose:

The Team Manager role is required to support the running of the club for each individual team. Dependant on age group, the team manager role has a variety of responsibilities.

Those interested in the Team Manager role should be invested in supporting their teams coach, attending training sessions and games and be willing to raise concerns/issues with the PBC Committee.

Whether a player or spectator, member or parent, the Team Manager can help support the coach with the practical aspects of enabling the sessions run by the club, including but not limited to taking a register of attendees and organising officials for games.

PBC are looking for passionate individuals who want to be involved in the community and success that the club has experienced over the years and who want to help the club continue to deliver basketball to the local area.

### Responsibilities:

- Attend training sessions
- Attend games
- Take a register of attendees at sessions
- Help promote the clubs use of Pitchero and when necessary, guide other members through its use
- Signposting players and parents to the relevant information on PBC's Pitchero site
- Supporting other PBC representatives in confirming/organising Officials (and other teams) for games
- Ensuring that PBC owned equipment is properly looked after by members and not left behind at away fixtures

### Contact:

If you're interested in this volunteering opportunity, please get in touch by emailing:

[prestonbasketballclub@gmail.com](mailto:prestonbasketballclub@gmail.com)

## COACH

### Role Profile

#### Purpose:

To deliver basketball training sessions and competitive fixtures on behalf of Preston Basketball Club. This role will apply to selected age groups, from Under 9's right through to Senior Men's Basketball (MABL).

The club has a strong community ethos and champion inclusivity within our membership. PBC coaches are expected to deliver their sessions in line with this.

#### Responsibilities:

- Attending training sessions, competitive fixtures and potential training camps
- Take note of new members, guiding them through the membership process
- Working with the Committee on any safeguarding issues
- Work with the Head Coach to sustain the quality basketball product delivered by PBC
- Identifying and managing talent within the club, working with the head coach to ensure all members reach their full potential
- Update Pitchero with regards to fixtures, messaging PBC team members and request and record payments, working with the Committee
- Auditing equipment/kit, informing the Committee of equipment health and requirements where necessary
- An awareness of PBC policies and Codes of Conduct and confidence to enforce these where necessary

#### Experience:

No previous experience is required, but any of the following is preferable:

- Level 1 Basketball England Coaching Award
- Level 2 Basketball England Coaching Award
- Working with children (junior teams only)
- Working in a sporting environment

Alternatively, a willingness to work towards the aforementioned qualifications is required.

#### Contact:

If you're interested in this volunteering opportunity, please get in touch by emailing:

[headcoach@prestonbasketball.com](mailto:headcoach@prestonbasketball.com)

# SOCIAL MEDIA MANAGER

## Role Profile

### Purpose:

To manage PBC's social media platforms, content and relations with external personnel.

The Social Media Manager position is a volunteering role which sits in the driving seat for producing digital content on behalf of PBC to promote the club and basketball within the Preston area.

This role can take on a variety of forms dependant on the applicant and their preferred communication channels and styles. It is expected that the successful applicant(s) are self-starters who enjoy producing digital content and seek innovative methods for communicating the successes of the club.

### Responsibilities:

- Manage the club's online presence and communications to prospective members
- Frequent updates developed and published on multiple platforms
- Create digital content for PBC to share with its membership and externals
- Attend a number of PBC events (Games, training sessions, awards evenings etc.)
- Managing relationships and content from media managers and providers from outside the club
- Provide input to the PBC Committee regarding media updates, club news and new media ideas

### Experience

If preferable, familiarity and/or experience with the following or alternatives:

- Twitter, Facebook, Instagram and Snapchat
- Canva
- Pitchero

Additionally, journalism, photography and videography skills/knowledge are desirable.

### Contact:

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