

## **Basketball Coordinator (Part Time)**

**Rate:** Starting at \$12.50/hour

**Job Description:** The Basketball Coordinator(s) oversees all aspects of the youth Recreation Basketball League and Adult Basketball Drop-In programs. Maintains safety standards and practices at all times. Follows and enforces town and department policies. Ensures quality customer service to all program participants.

### **General Duties:**

- Assists the Recreation Supervisor with all aspects of planning a winter Recreation Basketball League for groups from K-8th grade
- Helps recruit parent volunteers, referees and officials as needed
- Organizes and implements pre-season coach training, parent orientation, assessment night and player draft
- Assists with preparation of program budget and operate within budget
- Assists with the preparation of promotional materials, league schedules and provides operational oversight to program practices and games
- Prepares written reports as requested, prep rosters and maintain documents.
- Maintains superior communication with supervisors, coaches, referees, participants and parents
- Ensures the safety and well-being of all program participants by providing high quality risk management at all times
- Other duties as assigned

### **Qualifications:**

- Experience working with children and supervising staff in a youth sports environment
- Working knowledge of the sport of basketball, scheduling and excellent communication
- At least 18 years of age with a valid driver's license and transportation.

**Reports to:** Recreation Supervisor and the Director of Parks and Recreation

**Status:** Part Time during basketball season (hours vary based on program needs). Evenings and Saturdays expected.

**Please send application to CAO Office (4 Market Street Collinsville).**

**Application listed in the forms section.**