

TOWN OF CANTON

TITLE: Basketball Coordinator – Part Time

CLASS: Hourly/Non-Union

DEPARTMENT: Parks & Recreation

DATE: July 14, 2017

POSITION DESCRIPTION

The Basketball Coordinator oversees all aspects of the youth Recreation Basketball League and Adult Basketball Drop-In programs while maintaining safety standards and practices. Follows and enforces town and department policies while ensuring quality customer service to all program participants.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Supervisor, who oversees Park and Recreation programs.

ESSENTIAL JOB FUNCTIONS (EXAMPLES)

- Assists the Recreation Supervisor with all aspects of planning a Recreation Basketball League for youths in grades K-8.
- Secures, schedules, and prepares basketball gymnasium/facilities.
- Transports and sets up equipment for games and practices.
- Organizes and conducts parent and coaches orientation meetings and trainings.
- Responds to all member and community inquiries and complaints in timely manner.
- Compiles program statistics to monitor and evaluate the effectiveness and participation in the program.
- Helps recruit parent volunteers, referees and officials as needed.
- Serves as a liason between the program and Park & Recreation department.
- Assists with preparation of program budget and operates the program within budget.
- Assists with the preparation of promotional materials, league schedules and provides operational oversight to program practices and games.
- Prepares written reports, schedules, rosters and maintains documents.
- Maintain 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.
- May performs additional tasks and duties as necessary and/ or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the basketball sport and ability to construe to others.
- Interpersonal and human relations skills.
- Verbal and written communication skills.
- Exceptional organizational, planning and multi-tasking skills

- Ability to maintain high level of confidentiality
- Attention to detail.
- Ability to interact with diverse groups of people and individuals with disabilities.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to work evenings and weekend hours and may be required to work additional hours beyond regularly scheduled work day as needed or as directed by Recreation Supervisor.

- **Physical Exertion:** Must be able to lift up to approximately 25 pounds and have motor coordination. This position requires the ability to walk, run, sit, talk, hear and reach with hands.
- **Vision:** Requirements of the job include close vision and ability to monitor large groups of participants.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening and must have the ability to communicate and have comfort level to speak in front of large groups while effectively communicating directions.

REQUIRED MINIMUM QUALIFICATIONS

The skills and knowledge required would generally be acquired with graduation from high school and one (1) year experience working with children and supervising staff in a youth sports environment. Must be twenty-one (21) years of age and have working knowledge and experience of basketball. Prior to program start date, the following trainings must be complete: CPR/AED, First Aid, Bloodborne Pathogens.

LICENSE OR CERTIFICATE

Must possess a valid driver's license.