YOUTH BASKETBALL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Recreation, the incumbent is responsible for coordinating, planning and scheduling youth basketball teams and leagues. In addition, the Youth Basketball Coordinator is responsible for keeping records of all players, teams, leagues, locations, referees, scheduling, etc. The incumbent will coordinate scheduling and location information with the participating Teen Center Directors.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Provides a structured basketball program for boys and girls;
- Sets up teams and leagues in the basketball program based on sex, age, aptitude and skill;
- Ensures the rules and regulations for participating in basketball leagues and teams are followed;
- Schedules games, playoffs and championships;
- Plans and promotes special activities or events;
- Assists with registration for six to seven youth basketball leagues, each containing eight to ten teams;
- Coordinates weekly schedules, including locations and referees;
- Compiles data for and prepares simple financial and statistical reports related to basketball activities;
- Maintains records, statistics and individual records, i.e., points, steals and rebounds;
- Performs other related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of planning, coordinating and scheduling sporting events, especially basketball teams and leagues;
- Good knowledge of rules, regulations, theory and practices in the operation of basketball programs;
- Working knowledge of personal computers and office equipment;
- Ability to plan, organize and promote basketball activities;
- Ability to evaluate the effectiveness of the basketball program;
- Ability to establish and maintain effective working relationships with others;
- Ability to get along well with others;
- Ability to keep scheduling records in an organized manner;

SEE REVERSE SIDE
• Ability to maintain records for each player;
• Ability to analyze and organize data and prepare records and reports;
• Accuracy;
• Tact and courtesy;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as a basketball coach, referee or player with one (1) year of data maintenance for league players.

NOTE: Position may require Saturday, Sunday and holiday hours and/or work assignments during the day, evening and nights.