

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Recreation Basketball League Coordinator

Department/Appointing Authority: Recreation Department

Date: September 30, 2014

Originator: Amanda Levasseur

Personnel Board Use Only

Classification: Miscellaneous

Effective Date of Classification: 11/13/2014

Classification Authority: ☒ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Responsible for the overall operation of the Sharon Recreation Department Basketball Program. Coordinates and supervises all aspects of a recreation-based youth basketball program; all other related work, as required.

2. Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Assists the Recreation Department in planning, organizing, scheduling, coordinating and supervising the recreation basketball program. Supports the development, implementation and expansion of the Recreation Basketball Program, according Recreation Department policies and procedures and to nationally recognized best practices.

Serves as the primary contact for the basketball program and handles any disputes tactfully.

Lead youth recreation program including hiring, training and supervising coaches, site supervisors and grade coordinators in developing curriculum, ensuring code compliance and daily operations.

Provides overall administration for the program. Assists grade coordinators in scheduling and

championship activities. Requires exceptional organizational, communication, and time management skills. Assists in conducting coaches meetings and surveys at the end of the season.

Resolve problems by clarifying customers complaints; determine the cause of the problem; select and explain the best solution to solve the problem; expedite correction or adjustment' send a follow up email to ensure resolution; Coordinator makes the final decision on all concerns and disputes.

Ability to work independently and as a part of a team. Able to adapt to change as well as multitask when the circumstance requires; able to think through challenges and changes in staffing and schedules.

Works with the Referee Coordinator to confirm all referee assignments by game and assists in tracking attendance.

Ensure the safety of all recreation program participants and volunteers.

Ensure that game statistics are recorded accurately with all game related information; keep games moving, maintain game rules and manage game conflicts.

Document and report all recreational incidents to the Recreation Department and resolve all issues.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to speak effectively before groups of participants, volunteers, and guests.

Maintain an inventory of all basketball development equipment, promotional items and uniforms.

Uphold the mission of the Recreation Department and demonstrate behaviors that reflect a determined, nurturing, genuine, hopeful and welcoming nature.

Performs similar or related work as required, or as situation dictates.

Errors could result in personal injury to self or others, delay of services, have monetary and legal repercussions, and adverse public relations for the town.

3. Supervision

Has direct supervisory responsibility for 12 grade coordinators, volunteers, participants, contracted referees and site coordinators.

4. Reporting Structure

Works under the general direction of the Assistant Recreation Director; Performs responsible functions that require independent judgment and initiative in assisting the Recreation Department in designated areas of administration, planning and daily execution of operations with volunteers and participants. Most functions are accomplished with little or no direct supervision.

5. Physical Environment

Work is typically performed in gymnasium or remotely; must be accessible by email or phone. Work is frequently conducted indoors with regular interruptions from the general public. Position is approximately 30 hours per week; nature of work performed frequently requires a flexible schedule including nights, weekends and holidays.

Moderate physical effort generally required; some physical effort required when performing duties in the field. Position requires the ability to lift, move, and carry equipment weighing up to 50lbs.

6. Education/Basic Knowledge

2-3 years in a supervisory role; experience in the recreation field or similar setting required; Bachelor's degree in Recreation Management or related field preferred; or an equivalent combination of education and experience. Experience as a basketball player, coach and/or camp director desired.

Thorough understanding of programming and experience in delivering quality sports programs. The League Coordinator should be a self-starter, able to work independently, be well organized, positive, enthusiastic, caring individual who enjoys working with youth and adults. The candidate should have a high ability to recruit, retain, and coach volunteers and maintain relationships with parents, players, and schools; while working within a team atmosphere, exemplifies a proactive, hands on and professional work ethic. Knowledge of the principles and practices of community recreation management and program curriculum management; working knowledge of department operations and functions. Must be proficient in communication, website fundamentals, and computers, including computer programs such as Microsoft Office (Microsoft Word, Excel, and Publisher).

Special Requirements:

Possession of a Massachusetts motor vehicle operator's license

Certification in CPR and First Aid

Certificate for completing the CDC Heads Up Concussion Training; valid within 1 year from completion date.

7. Experience

2-3 years in a supervisory role; experience in the recreation field or similar setting required; Bachelor's degree in Recreation Management or related field preferred; or an equivalent combination of education and experience. Excellent planning, organizational and customer service skills. Must be able to coordinate various programs and projects simultaneously.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.