

The Starke County Youth Club, Inc.

Job Title: Basketball Coordinator

Reports To: Executive Director

Primary Function:

Coordinate all aspects of program to provide balanced, safe, positive learning experiences for members. Plan, implement, supervise and evaluate activities and volunteers. Create positive opportunities for members, and display enthusiasm for the learning process, individual and team development. Emphasize and share that participation is based on gaining skills, not competition.

Essential Job Responsibilities:

- Maintain an inviting, safe, orderly environment.
- Maintain a monthly and daily calendar of events. Make this available to SCYC staff, coaches, volunteers and school administration.
- Host registrations and collect registration fees.
- Recruit sponsors and coaches.
- Schedule, supervise and evaluate teams and coaches for proper child supervision, safety and adherence to SCYC procedures.
- Organize and facilitate orientation of referees, coaches and volunteers.
- Establish behavioral expectations and communicate them to all participants.
- Monitor member behavior and utilize positive behavior management.
- Maintain site discipline procedures, documentation and follow through.
- Establish and maintain clear and effective communication with members, parents, coaches, staff and community.
- Implement and enforce safety policies / procedures regarding member safety, risk management and site security, including familiarity with emergency procedures.
- Maintain records and contact information on site during sessions.
- Communicate regularly with school administration, teachers and custodial staff concerning facility usage. Provide a calendar and inform of operating changes with as much notice as possible.
- Acquire and monitor necessary supplies to maintain program.
- Maintain and work within a budget, keeping accurate financial records.
- Distribute equipment to coaches, collect at end of season.
- Conduct an annual inventory.
- Meet weekly with Executive Director to submit monetary and programming reports (including publicity, attendance and registration).
- Report and deliver all fees, fundraising monies and donations to central office within 24 hours.
- Complete plans, time sheets, reports and other paperwork in a timely fashion.
- Attend work as scheduled, with appropriate attire and grooming.

Additional Responsibilities

- Participation in professional development as needed or warranted by changes in the after-school atmosphere.
- Respect members, parents, staff and community, with sensitivity to different races, ethnic, socio-economic, and religious backgrounds. Maintain confidentiality.
- Other duties as assigned by the Executive Director

Requirements

- High School diploma or GED, Bachelor's degree preferred.
- Knowledge of methods for curriculum and training design, teaching and instruction for individuals and groups.

- Knowledge of youth development and developmentally appropriate practice.
- Supervisory experience a plus.
- Experience working with children.
- Ability to motivate youth and manage behavior problems.
- Ability to communicate effectively in both oral and written form.
- Knowledge of Microsoft Office.
- Computer literacy.
- Comfort with data entry.
- Highly developed organizational skills.
- Reliable transportation.
- State and local employment requirements.
- Maintain certification in CPR and First Aid.

Time and Compensation

Time commitment will be variable. Compensation will be variable based on experience and education.

Physical Requirements:

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Employees must be able to perform the following essential functions:

- Observe, see, talk, hear, and respond to children's needs, emergencies and conflicts that may occur on site.
- Use hands and fingers.
- The work requires some physical exertion such as long periods of standing; walking over rough terrain or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, sitting on the floor or similar activities; recurring lifting of moderately heavy items such as typewriters and supply boxes. The work may require specific but common physical characteristics and abilities such as lifting up to 50 pounds, agility, and dexterity.
- Communicate verbally and writing in English to the degree that child, parents and other staff members are able to understand and respond.
- Maintain emotional control under the routine stress of the youth development environment
- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Exposure to biological hazards

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

<p>Revised: November 2006 Adopted: November 2006</p>
--