



South Whidbey Parks & Recreation District
5475 Maxwellton Road
Langley, WA 98260
360-221-5484 swparks@whidbey.com

Youth Basketball Coordinator & Recreation Assistant

Salary Range: \$12 – \$15.00 per hour, DOE

Status: Seasonal, part-time, schedule varies, 10-20 hours per week during season.

NATURE OF WORK

This is a seasonal, part time position. Under the direction of the Program Coordinator, this position assists in the planning, promotion, and implementation of the Park's Youth Basketball League. The basketball leagues run October – March, with work beginning in September.

ESSENTIAL FUNCTIONS

- Assists with the coordination of a long-running youth recreational basketball league.
- Coordinates a skills evaluation for participants of the League. Coordinates team assignments.
- Recruits, screens and trains basketball coaches.
- May schedule games and referees. May be asked to referee games.
- Ensures that game rules are known and followed.
- Assists in maintaining the cleanliness of basketball facilities.
- Prepares and administers budget as appropriate. Monitors expenditures.
- Updates basketball inventory and purchases and distributes supplies & equipment as needed.
- Evaluates the youth basketball program.
- Assists in coordination and scheduling of facilities.
- Assists in training in safety procedures and ensures safety rules, regulations and procedures are followed and administers first aid materials. Provides for adherence to required risk management practices.
- Maintains records and prepares reports relating to basketball activities.
- Assists in promotion and advertising.
- Provides information to staff and general public regarding the youth basketball league.
- Works with all participants and volunteers demonstrating a high level of tact, judgment, discretion and professional expertise. Resolves grievances and complaints.
- Assists with registration.
- Performs other duties as assigned by the Program Coordinator or Park Director, including programs in other areas of recreation.

SUPERVISORY RESPONSIBILITIES

Supervises volunteers, and participants, in accordance with the District's policies and applicable laws. Interviews, trains, and assigns work.

KNOWLEDGE, ABILITIES & SKILLS

- Must have regular access to email.
- Comprehensive knowledge of principles and practices related to basketball and the coordination of sports.
- Must be detail oriented, have a high energy level, and excellent organizational skills.
- Ability to supervise children, youth and adults.
- Ability to communicate effectively orally and in writing using correct English grammar.
- Ability to plan, schedule, supervise and evaluate programs and personnel.
- Ability to operate computer equipment, keyboarding at 45 wpm, and other office machines.
- Ability to work in a rapid-pace work environment, handle multiple tasks, and meet deadlines.
- Ability to maintain effective working relationships with community groups and individuals, staff and appointed and elected officials. Ability to greet the public, in a friendly, courteous and tactful manner and convey a willingness to be of service and/or be open to resolving the situation at hand. Ability to use both verbal and non-verbal forms of communication to demonstrate an open and accepting attitude.
- Ability to exercise individual initiative and discretion in confidential matters and to respect confidential matters regarding other employees and District Commissioners.
- Ability to work irregular hours, including evenings and weekends.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree in parks and recreation administration, physical education or related field and experience in recreation or sports OR a combination of education and experience. Experience working with a local government in a parks and recreation department helpful. Must hold a valid Washington State Driver's License. Must hold valid first aid and CRP certifications, obtain within three months of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position works from the Park District office. However, work is also performed out of the office and a high degree of physical mobility is required to provide supervision of programs and events at various locations. Ability to work a flexible schedule is required. Physical capabilities to participate in recreational activities such as pushing and pulling; throwing objects to demonstrate/participate in activities; reaching overhead and horizontally; hearing and speaking to exchange information and make presentations; seeing to read materials and monitor activities; dexterity with hands and fingers to operate sports equipment and a computer keyboard. Ability to lift 50 pounds required.