

**RICHMOND YOUTH BASKETBALL LEAGUE**

**SITE COORDINATOR**

The successful candidate will be responsible for the day-to-day operation and maintenance of onsite activities within Richmond Youth Basketball League program. The individual will liaise with the Program Coordinator, coaches, parents, staff and related service providers in order to deliver an inclusive and safe community recreation basketball program.

**Duties and Responsibilities INCLUDE:**

* Set up facility/equipment for safe and efficient operations
* Attend regular scheduled meetings with supervisors, coaches, referees and site coordinators
* Communicates with parents, coaches, participants, staff and volunteers
* Coordinate game results for efficient tracking
* Monitor games and ensure rules are being adhered to
* Provide coverage for official or scorekeeper as required
* Special event support as needed

## REQUIRED QUALIFICATIONS

* Completion of Grade 12
* Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
* Strong organizational, communication and public relations skills
* Able to work independently and as a team player
* Flexible working hours
* Successful candidates will be required to complete a criminal record search

## DESIRED QUALIFICATIONS

* Basketball Coaching Certification – NCCP Level 1
* Previous experience working in a basketball-related environment
* Relevant post-secondary experience

## HOURS OF WORK

* approximately 6-8 hours/week for 15 weeks (September-February)
* Primarily late afternoon and evening work is required
* $16.71/hour

**PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:**

Jessy Dhillon

JDhillon@Richmond.ca

South Arm Community Centre

8800 Williams Road Richmond, BC

Deadline for receiving applications is Friday, **October 7th, 2016 at 5:00pm**.

Richmond Youth Basketball League thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted

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