



## **Employment Opportunity: Youth Basketball Coordinator of Moncton Basketball Association**

**Moncton Basketball Association is currently looking to fill the position of  
Youth Basketball Coordinator Closing Date: May 23rd, 2022**

**Job title:** Youth Basketball Coordinator

**Employment Type:** Full time, 35 hours per week

**Wage:** \$16/hour

**Number of Positions:** 2 positions. Position 1 will start at the end of May 2022. Position 2 will start at the end of June 2022.

**Duration:** Position 1 – 12 weeks, Position 2 – 8 weeks

**Location:** Moncton, New Brunswick

**Time:** Day, evenings and weekends (as required)

### **About Moncton Basketball Association:**

Moncton Basketball Association is a registered not for profit association celebrating our 41<sup>st</sup> year in operation!

At MBA we recognize that we are empowered to provide a competitive, safe, challenging and fun environment for the young men and women of greater Moncton who choose to play recreational basketball. We operate teams addressing various age groups, skill levels and objectives of our players.

It is important that we seek volunteers, coaches, and officials who provide outstanding mentorship since we realize that we are not only assisting in molding athletes but children who will one day function as adults, it's important that they witness positive behaviors in all situations.

At MBA, competing is more important than winning, hard work creates success and the value of children playing a game must never be overlooked. We ask all who play a role in our association, players, coaches, officials, volunteers and parents to keep these objectives paramount.... we serve the children!

### **About the Youth Basketball Coordinator Positions:**

Moncton Basketball Association is seeking two highly motivated and organized Youth Basketball Coordinators to join our team from May to August. We are seeking individuals with a youth basketball background who have a real passion for sport and recreation, is detail and deadline oriented, and someone who would thrive in the dynamic and fast-paced environment of a sport organization. You will collaborate with MBA staff and volunteers to support the activation and administrative duties of youth basketball programs, brand initiatives, as well as event and grassroots projects aimed at reaching and connecting with the city of Moncton.

### **Summary of responsibilities:**

As the Youth Basketball Coordinator, you will have hands-on involvement in a variety of youth programs

and primarily our youth summer basketball camps. More specifically, you will be responsible for the following:

- Responsible for daily administrative tasks for the planning and execution of youth basketball camps.
- Manage the day-to-day operations of the camp. This includes but is not limited to: - management of daily camp schedule and skills curriculum, - maintaining great public relations with parents and/or guardians, - ensuring camp is a fun and safe environment at all times
- Provide top-notch client service by communicating efficiently and professionally with all our clients. This includes but is not limited to the following people: - youth participants - parents and guardians - All volunteers within the Moncton Basketball Association - Community facilities rental and management staff - Community stakeholders
- Work in a team environment with MBA staff and volunteers to plan and execute association objectives by sharing resources, making decisions, solving conflicts, and negotiating within a team
- Clearly communicate MBA programs and events via website, social media, in-person presentations and other networking and community events. Respond to questions via email, phone and in-person
- Provide onsite program leadership with children and staff. • Assist with various MBA programs and events including 3on3 tournament, golf tournament, fall programming and skills training sessions.
- Building and updating necessary data reports and program schedules and timelines • Coaching camps and clinics
- Booking court and room rentals at local facilities
- Responsible for ordering and managing inventory of camp gear, giveaways, and any additional program items
- Market and promote MBA programs and special projects
- Use various digital technology programs to manage and promote events. This includes: TeamSnap (registration management), MailChimp (communication), email (communication), Asana (project and team planning), Canva (graphic design), Adobe (documents), WordPress (website) also Google Programs and Microsoft Office

**Required Knowledge and Skills:**

1. Must be at least 18 years of age.
2. Must have at least 3 or more years of experience in basketball as a player or coach.
3. Must have organizational and communication skills.
4. Must possess the ability to lead activities for small and large groups.
5. Must possess the ability to work with campers at all ages and levels.
6. Must have ability to accept supervision, mentoring and guidance.
7. Positive attitude and strong work ethic
8. Must enjoy working with children.

**For more information and to apply please contact:**

**[executivedirector@mkmba.ca](mailto:executivedirector@mkmba.ca)**