

Basketball Director, Parks & Recreation Dept.

This position supervises the basketball programming and the employees hired by the department to assist with both the Recreation Basketball and the Travel Basketball programs. Work is performed under the supervision of the Parks & Recreation Department. The ideal candidate will have a positive attitude and good interpersonal skills and be able to deal with both adult and minor employees. Knowledge of the game of basketball rules and programming is key. The ability to communicate well with employees, families, fans, and student athletes is important. Responsibilities include:

- Monitor and supervise Saturday Recreation Basketball Programming (on-site supervision)
- Schedule employees for both Saturday Recreation Basketball and Travel Basketball games during the week.
- Schedule Travel Basketball Gym Supervisors, Timers and Scorekeepers for League Travel games. Monitor league website for schedules/schedule changes.
- Ensure that policies for the use of the school gyms and the Long Hill Board of Education are being followed.
- Provide guidance, support, and instruction to employees in the program.
- Schedule, Track, and report employee hours for payroll with adherence to Labor Laws for minors
- Complete necessary paperwork for department as required such as Incident Reports. Submit any Incident Reports to the Recreation Department within 24 hours.
- Oversight and support of Program Supervisors responsible for each of the Saturday Recreation Programs
- Track, secure, and maintain all equipment and supplies needed to run the programs. Set up equipment as needed.
- Regular communication with the Parks & Recreation Department as needed
- Ability to read, write, speak, understand and communicate in English sufficiently
- Enforce program safety procedures.
- Perform other duties as assigned.

Education, Experience, and Special Requirements:

- Education: High School Diploma or equivalent preferred
- Experience: Past experience supervising both adults and minors preferred. Knowledge of the game of basketball is necessary.
- Special Requirements: Must be able to work Saturdays and Weeknights. Must pass background check. Must be able to lift up to 50lbs.

Salary Range: \$18.00 - \$33.00 per hour