



## **UPWARD BASKETBALL ADMINISTRATOR**

<b>JOB TITLE:</b>	<b>Upward Basketball Administrator</b>
<b>SUPERVISOR:</b>	<b>Staff Liaison and Upward League Administrator</b>
<b>APPOINTMENT:</b>	<b>August 26 through March 27. 15-20 hours per week for a total of 510 hours over the entire season. Availability on evenings and weekends, as needed.</b>
<b>SALARY:</b>	<b>\$7,650</b>

We are seeking an Administrator for our Upward Basketball League who will support and ensure the effective operation of the program. You should be a self-directed, experienced administrator skilled in organizing work and solving problems. The successful candidate must be committed to the Upward ministry, be adaptable, and detail-oriented.

### **Purpose of the Upward Basketball League at Church of the Saviour (COTS):**

Since 2009, COTS has hosted a league for children in Kindergarten through grade 7. In that time the league has grown to approximately 300 players, 32 teams, 64+ coaches, 12+ referees, and a few dozen other volunteers. The league has a strong reputation for providing a positive, nurturing environment, where individual and team skills in basketball are developed while communicating that all players and families are loved by God.

### **PRIMARY JOB RESPONSIBILITIES:**

1. Assist the League Director to ensure the smooth operation of all League processes.
2. Respond to parent emails and phone calls, as needed, to complete online registration of participants. Maintain contact with participant families via weekly emails throughout the season.
3. Manage division capacity limits and the wait list.
4. Organize and ensure that all participants are evaluated during pre-season evaluations and correctly enter this data.
5. In coordination with the League Director, complete the necessary steps to finalize the draft process. Communicate practice night and team information to parents.
6. Recruit and train coaches and additional volunteers.
7. Prepare resources for coaches to distribute on practice nights.
8. Provide administrative and logistical support on Practice Nights and Game Days.
9. Organize the end of season celebrations.

**QUALIFICATIONS:**

1. Strong organizational and administrative experience (preferably 2 years or more working as a coordinator/administrator or other related position). Detail- and task-oriented. Excellent written and verbal communication skills.
2. Experience with MS Office suite, data management software, and Constant Contact or other mass email program.
3. Comfort with inviting others to volunteer. Proactive. Positive. Friendly.
4. Desire to build relationships with kids and parents in the local community – amongst each other and with Church of the Saviour. Patience in dealing with individual children and families.
5. Commitment to the Christian foundation of the program.

Before applying, please explore the Church of the Saviour website ([cotsumc.org](http://cotsumc.org)) to familiarize yourself with the church and the Upward Basketball League ([cots.nucleus.church/upward-basketball](http://cots.nucleus.church/upward-basketball))

Submit your cover letter and resumé to [jobs@cotsumc.org](mailto:jobs@cotsumc.org)

In your cover letter, please list any experience with organizations (especially organizations for children or youth) and include a response to these questions:

- Why are you interested in this position?
- Why would you be a good fit for this position?