



BASKETBALL WORLD TORONTO (BWT)

VOLUNTEER REP TEAM MANAGER – YOUTH REP TEAM PROGRAM

Become a part of Toronto's most exciting grassroots basketball organization.

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BWT is one of Toronto's most professional grassroots basketball organizations that plans, develops and manages basketball programs including leagues, camps and tournaments for men, women and children year round. We are a professional, fun, dynamic grassroots basketball organization that started off as a small business and has grown substantially since our inception in 2006. BWT was founded to meet a need for high quality basketball programs with a more authentic basketball approach to the development and management of the programs. For more information check out: www.bwt.ca.

JOB TITLE – VOLUNTEER REP TEAM MANAGER

LENGTH OF POSITION – 8 Month Contract (approximately October to April)

JOB DESCRIPTION

BWT requires a youthful dynamic basketball minded individual to help with our youth rep team operations including planning, organization and weekly management of our U11, U12 and U13 Boys Rep Teams. Reporting to the Director/Youth Program Coordinator, the successful candidate will be responsible for, but not limited to:

- Planning, scheduling and organization of team practices, games and tournaments for all rep teams.
- Coordinate with head coaches and assistant coaches of both rep teams in preparing weekly plans.
- Communicating with youth and parents on a regular basis, providing necessary updates and information.
- Complete administrative duties such as database entry, statistical updates and communication with youth, parents and customers.
- Relationship development and management with customers, vendors, facilities and related staff.
- Respond to customer service inquiries and issues via website, email and in person about future programs.

SKILLS & QUALIFICATIONS REQUIREMENTS

- Must be 18 years or older.
- Experience coaching and/or N.C.C.P Level 1 certification an asset.
- Attention to detail and organization.
- Reliable, punctual, hardworking and a motivated self-starter.
- Positive, enthusiastic with an endless supply of energy.
- Excellent verbal and written communication skills (telephone and in person).
- Highly proficient in Microsoft Office (Outlook, Word, Excel) and the willingness and ability to learn quickly.
- Able to communicate effectively with youth, staff and parents while building relationships.
- Able to work independently or in a team environment.
- Knowledge and interest in the game of basketball, the basketball industry in the city, or the NBA, or NCAA Basketball or CIS basketball as well as own transportation are assets.
- Proof of vulnerable sector/police records check (*if you do not have this, you must get this before you can start*).
- First Aid and CPR certification an asset.

UNIQUE WORKING HOURS

Your requirement will be to work 2 days a week. Please note that the times may be adjusted based on the current programs running, based on your schedule and the needs of the BWT.

HOW TO APPLY

Please apply online at www.bwt.ca by clicking on **BWT IS HIRING**. Use the [online application](#) form to apply. Only candidates we are interested in interviewing will be contacted back based on fit for this position and the culture of BWT.

CONTACT INFORMATION: For more information, please contact BWT at info@bwt.ca or via phone 416.889.8727.