



P.L.A.Y. Job Description

Job title	<i>Vice President of Basketball</i>
Reports to	<i>Vice President of Fall/Winter Sports</i>

Job purpose

The Vice President of Basketball (VPB) provides direction for the P.L.A.Y. Basketball Program, serves as the representative of the program to the Prior Lake – Savage basketball community and is ultimately responsible for the operations of the basketball program. The VPB leads the Basketball Executive Board, manages the relationships with various stake holders in the basketball program such as program participants, the Prior Lake High School basketball programs (Boys and Girls), local colleges, pro basketball teams, community members, and ensures that the program is complying with all P.L.A.Y. policies.

The Vice President of Basketball also oversees the basketball budget, operations, and overall success of the basketball program. In addition, they set the direction and lead the implementation of player and coach development with input and assistance from the Director of Player & Coach Development in accordance with the organization's standards. The VPB is also tasked with assuring the program retains current athletes and families along with attracting new players, families, and coaches to all of the various gender, grade, and skill level programs.

Duties and responsibilities

The duties of this position will continually evolve as the basketball program continues to evolve and grow. Below are a few of the Duties and Responsibilities for the VP of Basketball position:

- **Leadership:**
 - Basketball Program budget preparation and management
 - Lead a team of volunteers outlined in the “Direct Reports Section” to help organize and effectively execute basketball program priorities and agenda
 - Direct the efforts of the:
 - Director of Boys Inhouse & Traveling Basketball (2 different positions)
 - Director of Girls Inhouse & Traveling Basketball (2 different positions)
 - Director of Player & Coach Development
 - Director of Basketball Operations
 - Prepare and maintain a regular schedule for:
 - Board Members
- **Outreach:**
 - Attend PLHS Boys & Girls Basketball Booster Club Meetings
 - Attend PLHS Boys & Girls Basketball Games
 - Partner & Meet with PLHS Boys and Girls Varsity Head Coaches ongoing regarding Program Alignment
 - Partner & Meet with PLHS Activities Director ongoing regarding PLHS/P.L.A.Y. Coach Program
 - Recruit new coaches along with In-House & Traveling Directors and Grade Level Coordinators
 - Interview new coach applicants
 - Maintain a relationship with the MN Timberwolves & Lynx Representatives
 - Partner with Local College Basketball Program Representatives
- **Communications:**
 - Maintain an open and clear communication channel with the entire PLSAS High School basketball program to facilitate:
 - Partnership in the Preparation & Execution of Traveling Basketball Try-outs

- Aligning P.L.A.Y. Basketball with the Prior Lake High School Basketball Programs
- Recruit and help fill open Basketball Board positions
- Share Basketball Program Budget and Programming updates with the P.L.A.Y. Executive Board
- Communicate with other P.L.A.Y. Sports Program Leaders to maintain consistency in organization and execution across our programs.
- Continue to find fun activities which keep our athletes engaged in basketball (i.e. MN Timberwolves & Lynx camps, on-court experiences, coach training opportunities, etc.)
- Coach Development:
 - Partner with and Support the P.L.A.Y. Basketball Player & Coach Development Committee Members in the development of Coaches & Players
 - Continually promote & support Positive Coaching Alliance (PCA) Coach, Player, and Parent Goals
 - Promote compliance with P.L.A.Y. coach concussion training
- Playing Opportunities:
 - Review & Approve the various playing opportunities for all skill levels to include:
 - Practices
 - Inhouse & Traveling Tournaments
 - Inhouse Jamboree for younger grades
 - PLSAS High School Boy's & Girl's Game Day Experiences
 - Support the Tournament Coordinators & their teams for the Prior Lake Girls & Boys Basketball Tournaments
 - Promote MN Timberwolves & Lynx On-Court & Game Day Experiences
 - Promote MN Gophers On-Court & Game Day Experiences

Qualifications

To be successful in this position there is a minimum level of qualification needed. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with state human rights legislation.

Preferred Qualifications include:

- An in-depth knowledge of the game of basketball at the youth level
- Demonstrated skill in public speaking and effective communications
- Demonstrated skill in Program Budget Development & Management
- Achieved a thorough understanding and practical knowledge of the P.L.A.Y. basketball organization
- Have volunteered in a position with P.L.A.Y. to demonstrate skill set and commitment to association
- Able to look globally at the basketball program not just through the eyes of a parent
- A demonstrated understanding and adherence to the P.L.A.Y. code of ethics, philosophy, and conduct
- A documented skill set of leading multi-dimensional teams to a common goal
- Have coached within the P.L.A.Y. basketball system
- An effective listener
- Demonstrated ability to manage conflict effectively
- Demonstrated ability of self-control, patience and ability to work effectively with others
- Demonstrated PCA

Working conditions

This position will require you to work with volunteers, team coaches, players, player's parents, High School, Collegiate, and Pro Basketball professionals. They will need to be honest, diplomatic, responsive, thorough and above all open minded and ethical. At times they will have to work thought conflict between parents, between parents and coaches and between players. This will take a patient and articulate person to navigate to resolve.

Direct reports

- Director of Boys Inhouse & Traveling Basketball (2 different positions)
- Director of Girls Inhouse & Traveling Basketball (2 different positions)
- Director of Player & Coach Development
- Director of Basketball Operations

Approved by:	<i>Signature of the person with the authority to approve the job description</i>
Date approved:	<i>Date upon which the job description was approved</i>
Reviewed:	<i>Date when the job description was last reviewed</i>

Ideally, a job description should be reviewed annually and updated as often as necessary.