



Boosters Basketball

Schedule Coordinator

Goal of Position: Arrange gym times for practices and communicate with all coaches.

Responsibilities:

- Work to secure gym time from appropriate services (HS, Elmwood Church, etc)
- Determine the amount of gym time needed; Work with In-House, Traveling Directors and coaches.
- Allocate practice times and locations
- Distribute practice schedules to coaches
- Receive notices of schedule changes from appropriate sources and update the schedule accordingly.
- Post practice calendar on BYBA Website
- Communicate gym cancellations to coaches and assist on finding alternative practice date/time.
- You are the main contact for coaches to arrange or rearrange practice schedules.

Benefits: Happy Coaches, Happy Parents! Be part of a successful youth basketball organization in the St Anthony community.