



BASKETBALL WORLD TORONTO

Become a part or 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.

LENGTH OF POSITION - 4 Month Commitment (minimum with option to extend)

JOB DESCRIPTION - Office Administrator Volunteer

BWT requires youthful dynamic basketball minded individuals to help facilitate the best basketball programs in the city. Our volunteers' positive attitude and attention to detail are what makes our leagues great. By volunteering with Basketball World Toronto, you will be placed working in one of our programs depending on your location and interests. Men, Women and Youth programs take place at venues across the GTA. BWT offers volunteering opportunities in the following activities:

- Assisting our Youth Program Team with administrative duties as well as support in our Seasonal Youth Day.
- Assist in game day preparations and any other tasks that ensure the adult programs function properly including preparing game bags, updating/counting inventory, and other organizational tasks.
- Print and organize promotional material to be used for events, games sites and by the Street Team.
- Aiding Sponsorship Team with generating new potential sponsors, grant research, update sponsorship materials, record data of spectators and tracking inventory.
- Assisting in various general administrative duties including answering phone calls, organizing BWT inventory and aiding in preparation for BWT events.

SKILLS & QUALIFICATIONS

- Must be at least 16 years of age or older.
- Basic basketball knowledge as well as BWT program knowledge and willingness to learn Administrative duties.
- Effective communication with staff, players and parents.
- Reliable, punctual, respectful and motivated self-starter and able to work independently in a team environment.
- Attention to detail and organization.

START & END DATE - May 21, 2018 - August 31, 2018.

VOLUNTEER HOUR COMMITMENT

Basketball World Toronto programs operate out of schools throughout Toronto almost every night of the week. Your commitment to BWT would involve 1-2 days a week in the office during hours of operations. Your requirement will be to work 3-4-hour shifts depending on number of tasks that need completion. 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 sponsorshipteam@bwt.ca