



P.L.A.Y. Job Description

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| Job title | <i>Director of Basketball Operations</i> |
| Reports to | <i>Vice President of Basketball</i> |

Job purpose

The purpose of this position is to own the operations portion of the P.L.A.Y. Basketball program. This ownership would include many of the aspects outlined in the Duties and Responsibilities, but also to be the Operational Lead for P.L.A.Y. Basketball in the Prior Lake – Savage area. Ultimately the goal of this position is to provide leadership through activities and basketball programs to help develop our area youth in the sport of basketball. Additionally, this position will continually interface with the PLSAS High School basketball coaches at all levels to enhance the pipeline of basketball players in both the girl and boy programs for the High School teams.

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 Director of Basketball position:

- Leadership:
 - Assist Basketball Vice President with budget preparation and management
 - Lead a team of volunteers outlined in the “Direct Reports Section” to help organize and effectively execute seasonal plans
 - Direct the efforts of the:
 - Basketball Coordinators
 - Inhouse & Traveling Travel Basketball Schedulers
 - Prepare and maintain a regular schedule for:
 - Board Members
 - Sub-committee Members
- Outreach:
 - Attend skills nights and trainings
 - Recruit new coaches along with In-House & Traveling Directors and Grade Level Coordinators
 - Interview and Process new coach applications
 - Manage the survey process and result analysis
 - Parents Feedback
 - Coaches Feedback
 - Recommendations for next season
 - Help transition 8th graders girl and boys to the High School program
 - Coordinate efforts with the Men’s & Women’s Basketball Booster Clubs
- Communications:
 - Maintain an open and clear communication channel with the entire PLSAS High School basketball program to facilitate:
 - Skills camps
 - Conduct Traveling Basketball try-outs
 - To assimilate P.L.A.Y. Basketball with the High School basketball program

- Assess, Redesign, and Maintain the Basketball section of the P.L.A.Y. web site with the following goals:
 - More user friendly
 - Resource for current information
- Recruit and help fill open Basketball Board positions
- Review and update electronic asset storage and structure:
 - Documents
 - Graphics
 - Presentations
 - Coaching Tools
- Develop, Implement, and Maintain a Social Media Plan for P.L.A.Y. basketball with the goals to:
 - Enhance current communications avenues
 - Increase awareness of our basketball programs at all levels
- Manage P.L.A.Y. Basketball's social media sites to enhance the exchange of information with parents, athletes and residents:
 - Facebook
 - Twitter
 - Web Page
- Pictures:
 - Lock in contract with dates with Preferred Photography Provider
 - Work with Provider leading up to picture night
 - Lock in dates and gym space with School District to reserve space on desired dates
- Coach Development:
 - Partner with and Support the P.L.A.Y. Basketball Player & Coach Development Committee Members in the development of Coaches & Players
 - Manage the background check process for coaches
 - Continually support Positive Coaching Alliance (PCA) Coaching Goals
 - Promote and Manage the compliance with coach concussion training
- Playing Opportunities:
 - Oversee the various playing opportunities for all skill levels to include:
 - Practices
 - Inhouse & Traveling Tournaments
 - Inhouse Jamboree for younger grades
 - PLSAS High School Men's & Women's Game Day Experience
 - Support the Tournament Coordinators & their teams for the Prior Lake Girls & Boys Basketball Tournaments

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:

- 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
- An in-depth knowledge of the game of basketball at the youth level
- 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. system for at least seasons
- Demonstrated skill in public speaking and effective communications
- 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, player parents and High School 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

- Inhouse & Traveling Scheduling Coordinators
- Communications Coordinator
- Boys & Girls Traveling Tournament Coordinators
- Positive Coaching Alliance Committee Liaison
- Basketball Equipment Coordinator

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| 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.