



P.L.A.Y. Job Description

Job title	<i>Grade Level Coordinator (BOYS)</i>
Reports to	<i>Boys Traveling Basketball Director</i>

Job purpose

The purpose of this position is to support the Basketball Board of Directors with insight, understanding and coordination of activities and efforts for a given grade level. This coordination would include many of the daily operational responsibilities outlined in the Duties and Responsibilities, but also to be the liaison between a grade level and the P.L.A.Y. Traveling Basketball Director and Traveling Basketball Board. Ultimately the goal of this position is to provide leadership through activities, support, and Basketball programming to help develop our community's youth in the sport of Basketball.

You are responsible for adhering, implementing, and influencing others to support our mission and values.

Duties and Responsibilities

The duties of this position will continually evolve as the Basketball program continues to evolve and grow. It needs to be stated that this role is pivotal to the success of the athletes in a given grade, as such the person in this role needs to be neutral and unbiased when it comes to all athletes and parents within their grade level. Below are a few of the Duties and Responsibilities for the *Grade Level Coordinator* position:

- Oversight:
 - Basketball Board Support:
 - Head coaches with Basketball Board support select their coaching staff.
 - Identify, Interview, and suggest head coaches for each team
 - Attend and help head coaches during team selection (NOTE: We're not letting P.L.A.Y. Head Coaches Select their teams)
 - Provide objective knowledge on each player during team selection process
 - Team Parent Leadership:
 - Oversee & Support team parents
 - Team Evaluation:
 - Attend a minimum of 2 games per team per season at the grade level. After each attendance complete a **Team Game Review Form**.
 - Grade Level Updates:
 - Coordinate Year-End Head Coaches meeting to overview the season
 - Coordinate at least 1 mid-season Head Coach meeting for general discussion on how the season was going
 - Team Preparation:
 - Provide Player and Coach feedback
 - Attend tryouts
 - Run/Monitor Registration for your specific grade level: Review registrations to manage the number of teams expected.

- Help organize Grade Level Pre-Tryout Documentation and Details
 - Provide input in the development of the basketball program, player and coach development
 - Schedule pre-season prep clinics, identify/scheduled coaches/volunteers to facilitate those events
 - Lead a team of volunteers to help organize and effectively execute seasonal plans (Not sure what the intent of this is as I would see this being this role, Traveling Director and Basketball Board efforts & “Then” seek out volunteers)
- Outreach:
 - Recruit:
 - New coach prospect opportunities/options
 - Recruit parents to support grade level Basketball efforts
 - Provide volunteers for various grade level needs
 - Asked to be generally visible around the program
- Communications:
 - Handle all initial grade level complaints, questions, comments and concerns. (Follow Issue Escalation Plan)
 - Maintain an open, accessible, and clear communication channel with the entire grade level assigned:
 - Parents
 - Coaches
 - Athletes
 - Manage the Year-End Coach/Athlete feedback process for their grade
 - Support the social media efforts of P.L.A.Y. Basketball:
 - Team pictures (Success, Recognition, Event Specific Highlights)
 - Own the communications and leadership of the Team Parents for the grade:
 - Establish and maintain communication channels with Team Parents
 - Conduct Team Parent training with support of Basketball Board
 - Support the use of the SportsEngine App
 - Support Director of Basketball Operations with the Development and implementation of our 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
 - Support head coaches with scheduling concerns for games and practices
- Playing Opportunities:
 - Identify and suggest to Traveling Director & Basketball Board Traveling Tournament opportunities
 - Oversee the various playing opportunities for all skill levels:
 - Tournaments
 - Special Invites

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.

Qualifications include: (NOTE: Some of these are subjective and left up to our interpretation. Do we want that?)

- Achieved a thorough understanding and practical knowledge of the P.L.A.Y. Basketball organization
- Able to look holistically at the P.L.A.Y. Basketball program not just through the eyes of a parent
- An in-depth knowledge of the game of Basketball focused 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
- Demonstrated skill in effective communications
- An effective listener
- Demonstrated ability to manage conflict effectively
- Demonstrated ability of self-control, patience and ability to work effectively with others
- Recent completion of the PCA program

Working conditions

This position will require you to work with Basketball Board Members, HS Coaches, External Resources, volunteers, team coaches, player parents, and youth athletes. You will need to be honest, diplomatic, responsive, thorough and above all open minded and ethical. At times you will have to work through conflict between parents, between parents and coaches, and between coaches and players. This will take a patient and articulate person to navigate to resolution.

Direct reports

- Grade Level Team Parents

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.