



Basketball World Toronto is Toronto's most exciting and professional grassroots basketball organization that plans, develops and manages high-quality year-round basketball programs including leagues, camps, and tournaments for men, women and children.

JOB TITLE – ADULT PROGRAM COORDINATOR

POSITION LENGTH & HOURS – The Adult Program Coordinator is a 12-month contract position which would automatically renew after the 12 months. It is a full time paid contract position for 35 - 40 hours per week (5 Weekday in the office between 10am – 5:00pm, with 1-2 weeknight shifts and/or 1 weekend (Sun) shift.

POSITION OVERVIEW – Our team needs a youthful, dynamic, basketball (or sports) minded individual to plan, develop, organize and manage all of our adult basketball programs including Men's Leagues (Elite, Corporate, Competitive, Rec, Co-ed, Pick-up) and Women's Leagues (Competitive, Rec, Co-Ed, Pick-Up) as well as all special adult events. Reporting to the Director and the Program Manager, the successful candidate will be responsible for ...

- Assisting with the weekly planning, development, organization, and preparation of our adult programs.
- Planning, leading and developing the adult program team including managing 1-2 interns, and 10-15 part-time game staff members as well as coordinating with other office department staff to meet our objectives.
- Assistance with the day-to-day operations of the adult programs including leagues and special events including registration, rosters, scheduling, scorekeeping, stat keeping, policies and evaluations.
- Maintenance of website information (including standing and statistical updates, rules and regulation updates) as well as e-mail communication with customers.
- Respond to customer service inquiries and issues via the website, email and in person about future programs.
- Some relationship development and management with customers, vendors, facilities and related staff.
- Help with the development, distribution, and promotion of up and coming events and related marketing materials.

SKILLS REQUIREMENTS

- Proven track record of event coordination experience & working with people and the ability to build relationships.
- You are positive, enthusiastic and have an endless supply of energy.
- Strengths include attention to detail, highly organized, planning, problem solving and decision-making.
- Excellent verbal and written communication skills (telephone and in person).
- Customer service oriented and able to work independently.
- Reliable, punctual, hard work and motivated self-starter who likes to build things from scratch.
- Highly proficient in Google G-Suite (G-Mail, Google Calendar & Google Drive), Basic Website Editing, Evernote and Task Management Apps as well as the ability to learn quickly.
- Experience working in an adult program environment in a sport in Toronto or the GTA is required.
- Knowledge and interest in the game of basketball, the basketball industry in the city, or the NBA, or NCAA Basketball or CIS basketball, as well as own transportation, are assets.
- Access to a car and a smartphone with data for each shift is a mandatory requirement.

PAY

- This is a paid position at a rate of \$17.50 per hour. After the 3 month probation period, the pay may increase to \$20.00 based on performance and ability to perform the job at the required level.

HOW TO APPLY

- Please apply online at www.bwt.ca, by clicking on **ABOUT** and then **JOBS**. Use the online application form to apply. Only candidates we are interested in interviewing will be contacted back based on your experiences and fit for this position with BWT.

CONTACT INFORMATION - For more information, please contact Michael Reio at mreio@bwt.ca. No Phone Calls