

VIRGINIA BASKETBALL ACADEMY



Team Manager

Responsibilities/Job Description

Position Description

Work as support and liaison between VABA, the league, the head and assistant coach and the parents of the rest of the team. This will include, however not be limited to team meetings, emails, snacks, parties, helping organize score keepers, assign culture keepers, help collect proper documentation, organize other parent volunteers, etc.

Qualifications

- Must have a child on the assigned VABA team
- Must have a computer with email capabilities
- Must have availability and flexibility to support team's coaches

Activities and Responsibilities

- Attend first Coaches Clinic
- Support and follow direction of head and assistant coach
- Overall communication support
- Communicate with League Directors/Game Supervisors regarding all issues, feedback, etc.
- Organizing parent volunteers (game-day concession stand, team drinks, etc.)
- Assigning Culture Keeper weekly
- Helping with any end-of-the-year activities

Benefits

Gratification of supporting and officially representing the team, coach, league and VABA