

**THE CITY OF PORTALES, NEW MEXICO**

**POSITION POSTING #2013 - 059**

**POSITION: BASKETBALL COORDINATOR, PART-TIME TEMPORARY / SEASONAL**  
**DEPARTMENT: RECREATION (PORTALES CITY SPORTS)**  
**STATUS: NON-EXEMPT**  
**REPORTS TO: RECREATION DIRECTOR/SPORTS ATHLETIC DIRECTOR**  
**SHIFT: PT TEMP/UNDER 20 HOURS PER WEEK**  
**SALARY: MINIMUM \$10.00 PER HOUR**

**GENERAL DESCRIPTION:**

Plans, organizes, schedules, directs and supervises youth sports leagues for the City. Reports to the Recreation Director or Sports Athletic Director. Must be willing to work irregular hours, weekends and holidays.

**TASKS AND RESPONSIBILITIES:**

1. Assists with the scheduling of all games, facilities, officials, concessions, and scorekeepers for city league sports.
2. Assists Director with program registration.
3. Secures supplies and equipment for league games and tournaments.
4. Relays complaints to Sports or Rec Director and establishes and maintains effective working relationships with employees, supervisors, and the public.
5. Assists Director in scheduling sports league pictures with photographer.
6. Responsible for turning in employee time sheets to Sports Director.
7. Responsible for preparing and following League bylaws.
8. Other duties as assigned.
9. General cleaning of facilities during practices and games.
10. May be required to close gyms if requested by the Sports Director.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

1. Requires considerable knowledge of policies, procedures, and operations that are used in city sports leagues.
2. Technical knowledge of sports (i.e., rules, equipment, practices, etc.)
3. Knowledge of league tournament bracketing and scheduling.
4. Knowledge of bylaws of sports league in order to clarify rules, or settle disputes.

Ability to:

1. Ability to follow through on work assignments without supervision.
2. Ability to communicate clearly both orally and in writing.
3. Exceptional skills in organization and communication.
4. Work in various weather conditions including heat, cold, rain, wind and intense sun.
5. Analyze and solve problems and make responsible judgments within area of responsibility.
6. Must be willing to work irregular hours, weekends and holidays.
7. Ability to work under pressure and handle multiple tasks, maintain a positive, cooperative approach.
8. Pass a background check and a drug test.

Experience and Training:

1. Proven experience in sports league management preferred.
2. Experience working with basketball, football, softball, soccer or tennis leagues and tournaments a plus.
3. Current New Mexico driver's license.
4. Must be at least 18 years of age.

**WORK SCHEDULE:**

The workweek hours will vary. The Director will determine the hours. Additional time may be required to work after regular hours, on weekends, and holidays.

**DEADLINE TO SUBMIT APPLICATION:** Friday, December 6<sup>th</sup>, 2013 by 5:00 p.m.

EOE