



WEST RICHMOND COMMUNITY ASSOCIATION SITE COORDINATOR

The successful candidate will be responsible for the operation and maintenance of onsite activities within the summer slam basketball program. The individual will report to the Program Coordinator and liaise with coaches, parents, staff and related service providers in order to deliver an inclusive and safe community recreation basketball program.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Set up facility/equipment for safe and efficient operations.
- Attend regular scheduled meetings with supervisors, coaches, referees and site coordinators.
- Communicates with parents, coaches, participants, staff and volunteers.
- Coordinate game results for efficient tracking.
- Monitor games and ensure rules are being followed.
- Provide coverage for official or scorekeeper as required.
- Special event support as needed.

REQUIRED QUALIFICATIONS

- Completion of Grade 12.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- Strong organizational, communication and public relations skills.
- Able to work independently and as a team player.
- Flexible schedule.
- Successful candidates will be required to complete a police information check.

DESIRED QUALIFICATIONS

- Basketball Coaching Certification – NCCP Level 1.
- Previous experience working in a basketball-related environment.
- Relevant post-secondary experience.

HOURS OF WORK

- 20 hours/week for approximately 10 weeks (June-August).
- Primarily late afternoon and evening work is required.
- \$16.35/hour.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

Gabriel Lee
glee@richmond.ca

West Richmond Community Centre
9180 No 1 Road
Richmond, BC
V7E6L5

Deadline for receiving applications is **May 19, 2017 at 5:00pm.**

West Richmond Community Association thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted

