



**JOB TITLE:**

Youth Program Coordinator - Basketball

**STATUS:**

10 week Contract – September 15- November 30

**GENERAL POSITION REQUIREMENTS:**

Oversees the development of basketball recreational programming for youth in the Northern Sampson County area. Coordinates and manages participants, volunteers, and paid staff required to run recreational programming.

Position is primarily focused on organizing, managing, coaching, and developing volunteers and support staff. Position requires general knowledge in specialized functions or business areas that can be used to develop programming, maintain safe practices, develop policies and procedures, and create efficient and innovative ways to accomplish the PVCC's wellness and recreational strategies.

Program Coordinator is responsible for equipment including setting up/breaking down for practices and games and distributing equipment to coaches. Practice and game schedules will be established by the Program Coordinator and must accommodate for the facility rental schedule already in place. Program Coordinator will work with the PVCC Board regarding securing team sponsors and will report any facility issues that arise to the PVCC Board Chair.

**CONTRACT TERMS:**

Program Coordinator will be paid based on the size of the program. 20-30 participants = \$500; 31-40 participants = \$750; +41 participants = \$1000.

Payment will be made in 3 installations: \$250 paid on September 15 to cover time associated with promoting program to the community, distributing sign-up information, and holding pre-season informational meetings. Once registration is complete, a second payment will be made for ½ of the remaining payment due. The remaining payment will be made at the end of the season once equipment is returned to the park.

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Program Coordinator Signature/Date

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PVCC Board Member Signature/Date