



YMCA

We build strong kids,  
strong families, strong communities.

## Tong Louie Family YMCA Job Description

Job Title: **Basketball Supervisor**  
Name of Employee:  
Hiring Director: **Trevor Bowkett**  
Direct Supervisor: **Trevor Bowkett**

### **Authority of the Basketball Supervisor:**

The Basketball Supervisor is responsible for the supervision and safety of participants in the YMCA Community Sports Leagues. The staff person has the authority in respect to enforcement of behaviour expectations for all participants and spectators attending these programs while on duty. The Basketball Supervisor is to report all incidents to the Director of Sports Leagues or Manager of Community Programs in a responsible and respectful manner.

### **Function & Responsibility of the Youth Programmer:**

The function and responsibility of the Basketball Supervisor is based on the 7 YMCA Priority S.A.M Standards; *Convenient, Clean, Well Maintained, Safe, Friendly and Welcoming, Enhances Spirit, Mind and Body, and Delivers YMCA Core Values.* These standards are the foundation for all full-time and part-time employment positions and to a greater extent YMCA operation.

#### **Convenient**

- Ensure the facility is set-up correctly and that programs and services start and finish on time
- Respond to and resolve parent and participants issues and concerns in a timely, caring and professional manner
- Oversee appropriate parent and participant etiquette at all times.
- Be proactive with problem solving, seek support from Director/Manager and demonstrate initiative

#### **Clean**

- Continually ensure a clean environment and report issues to Director
- Ensure the playing surface is clean and safe before and throughout games
- Ensure the facility is clean before leaving the site

#### **Well Maintained**

- Check to ensure equipment such as basketball hoops, bleachers etc are in working order.
- Report all maintenance issues to the custodian and/or Director of Sports Leagues.
- Be in uniform at all times while on duty and maintain Basketball Supervisor's mandatory supply kit including first aid supplies

#### **Safe**

- Maintain the safety of all people in the gym in accordance with all YMCA Policies and Procedures.
- Demonstrate knowledge of child and youth safety expectations in all programs and provide close attention to his or her supervision.
- Maintain current awards and qualifications: CPR C and Standard First Aid as well as attending mandatory YMCA training sessions e.g. referee clinics
- Complete accident/incident reports using the official YMCA forms and report all incidents, whether major or minor, to the Director of Sports Leagues on the day of the incident.
- Respond appropriately to emergency situations and be able to carry through with First Aid emergency procedures.



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### **Friendly and Welcoming**

- Build positive relationships by providing a warm welcome to everyone, make eye contact, smile and say hello to participants, parents and coaches
- Interact positively with participants, parents, peers, volunteers and supervisors; addressing issues quickly, respectfully and honestly

### **Enhances Spirit, Mind and Body**

- Be a role model for the YMCA 4 core values and seek opportunities to share and fulfill its Mission.
- Commit to assisting participants, volunteers, staff and self in continuous learning and development
- Promote the YMCA within and outside the Association and support its fundraising efforts.
- Support our 40 Developmental Asset Initiatives for children and Youth.

### **Competencies of the Basketball Supervisor:**

- Commitment to Organizational Mission and Values
- Leadership
- Service orientation
- Concern for Health & Safety
- Responsibility
- Relationship building and collaboration

### **Conditions of employment for the Basketball Supervisor:**

- Formal performance management reviews will be conducted once per year.
- Sports League staff meetings will be held approximately 3 times per year. Attendance is mandatory.
- Training opportunities will be made available at the discretion of the Director of Sports Leagues.
- Submit in writing a request for a shift substitution to the Director of Sports Leagues two weeks prior to the requested date.
- Report to work 5 minutes prior to the start of a shift.
- Consistently check and respond when necessary to phone and e-mail and messages. It is the responsibility of the employee to remain current with YMCA information and events taking place.
- Basketball Supervisor duties are responsible to the Director of Sports Leagues for feedback and approval.

I have read these pages outlining the responsibilities of this position with the Tong Louie Family YMCA, a part of the YMCA of Greater Vancouver, and agree to uphold them to the best of my ability.

\_\_\_\_\_  
(Signature of employee)

\_\_\_\_\_  
(Date)

Once signed you are fully responsible to carry out the above-mentioned responsibilities, competencies and conditions of employment.