



# FISHKILL RECREATION

793 Route 52, Fishkill, NY 12524 ~ tel. 845.831.3371 ~ fax 845.831.3169 ~ www.fishkillrecreation.com

## BASKETBALL COACH AND SCOREKEEPER/RECREATION ASSISTANT

### **JOB REQUIREMENTS & DESCRIPTION:**

**Starting Rate of Pay: \$12.50 per hour**

The Town of Fishkill offers year round high quality basketball programming for the youth in our community. Applicants should be a positive role model, exhibit leadership skills, caring, compassionate, safety conscious, energetic, & have experience working with children. This position is a seasonal/temporary position, however may be needed year round.

### **MINIMUM REQUIREMENTS;**

- Must be at least 16 years old.
- Be able to provide working papers (if under 18)
- Must be mature, of good character, positive role model, and possess suitable personal qualifications.
- Must be in good physical and mental health, and have the energy and emotional stability necessary to fulfill the responsibilities of the position.
- Must attend any scheduled trainings or meetings.
- Must be responsible, reliable, and have reliable transportation.
- Must be qualified by training and experience to carry out their respective functions in the administration, operation and maintenance of the camp program.
- Must provide references.
- Must pass all background checks including but not limited to fingerprinting, child abuse, sex offender registry, and criminal.
- Must pass annual and random drug tests.
- In order to complete background checks, drug tests, and references, applicants must be able to provide some or all the following:
  - Copy of driver's license or other government issued identification.
  - A statement or summary of each applicant's employment history including, but not limited to, any relevant child-caring experience; (the names, addresses and day time telephone numbers of at least three acceptable references, other than relatives, at least one of whom can verify employment history, work record and qualifications, and at least one of whom can attest to the applicant's character, habits and personal qualifications to be a school-age child care program staff member)
  - A sworn statement by the applicant indicating whether, to the best of the applicant's knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction and fingerprint images as required to comply with the requirements of 413.4 of this Title; and
  - The information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment as required by section 414.10(b)(i) of this Part.
  - The information necessary to determine whether the applicant is listed on the register of substantiated category one cases of abuse or neglect maintained by the Justice Center for the protection of persons with special needs, pursuant to Section 495 of the Social Services Law, as required by section 414.10(b)(1)(ii).



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## **TYPICAL WORK ACTIVITIES:**

The basketball coaches and scorekeepers plan and facilitate basketball clinics, camps, and work the scoring tables at the league games. This Individual must be creative, energetic, and a self-starter. This is a two part position.

1. Basketball coach for camps and clinics and
2. Scorekeeper for basketball league games.

The following is indicative of the level and types of activities performed by a basketball coach and/or scorekeeper. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed that could reasonably be expected to be performed by an employee in this title.

### 1. Basketball Coach:

- a. Develop age appropriate drills, games, lectures, and demonstrations to teach basic fundamentals of basketball to youth, ages 4-18.
- b. Promote exercise and healthy lifestyles for athletes.
- c. Plan, direct, and/or supervise daily basketball camps and clinics.
- d. Activities must fulfill entire scheduled time slot allotted.
- e. Assist with overall camp/clinic activities.
- f. Setup the gymnasium/court and prepare facilities for scheduled activities which may include but may not be limited to setting up the scoreboard, getting basketballs out, setting up chairs/ benches for player and/or spectator seating and sweeping gym floor.
- g. Cleanup the gymnasium/court after all camps and activities which may include but may not be limited to putting away/locking up all equipment, racking up chairs/seating, cleaning up the gym of any water bottles or personal items left behind, and locking up the facility.
- h. Report and supply needs to the Recreation Director.
- i. Motivate and include all athletes.
- j. Promote and teach good sportsmanship.
- k. Assist camp directors and other staff as needed.
- l. Report any injuries or emergencies to the Recreation Director.
- m. Complete injury reports when needed.

### 2. Scorekeeper:

- a. Setup the gymnasium/court and prepare facilities for scheduled games which may include but may not be limited to setting up the scoreboard, scorebook, getting basketballs out, setting up chairs/ benches for player and/or spectator seating and sweeping gym floor.
- b. Cleanup the gymnasium/court after all games have been played which may include but may not be limited to putting away/locking up all equipment, racking up chairs/seating, cleaning up the gym of any water bottles or personal items left behind, and locking up the facility.
- c. Operate scoreboard during games.
- d. Record scorebook for each team during games.
- e. Record/report winners and track win/loss records.
- f. Ensure referees complete timecards.
- g. Ensure the referees and coaches know the "house rules" or game formats.
- h. Maintain official team rosters of eligible players and substitutes.
- i. May need to make announcements during games about updates, upcoming basketball opportunities, schedule changes, etc.
- j. Report any injuries or emergencies to the Recreation Director.



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- k. Complete injury reports when needed.

## **OTHER REQUIREMENTS:**

1. Must be at least 16 Years old by June 1st.
2. Must have the ability to work independently, cooperatively, and take initiative.
3. Arrive to work on time and prepared, physically and mentally for the day's schedule of activities.
4. Have experience working with children
5. Must have a basic understanding of the scoring and rules of the game of basketball.
6. Must have basic knowledge of basketball fundamentals and have the ability to teach those skills to children.
7. Able to apply a "good sportsmanship" foundation.
8. Must be creative, have a good imagination, and the ability to prepare lesson plans.
9. First Aid and CPR certification strongly recommended.
10. Must be knowledgeable about emergency rules and procedures and provide instructions to the crowd.
11. Positive and "can do" attitude.

## **SPECIAL REQUIREMENT:**

1. May be required to complete a basic first aid, CPR, AED, Crowd Manager Training, and or other related courses and certifications.
2. Playing and/or prior coaching experience is a plus.
3. May need to have the physical ability to move the portable basketball standards.
4. Playing and/or prior coaching experience is a plus.