



BASKETBALL WORLD TORONTO (BWT)

YOUTH PROGRAM INTERN - FALL 2011

Become a part of Toronto's most exciting grassroots basketball organization.

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BWT is one of Toronto's most professional grassroots basketball organizations that plans, develops and manages basketball programs including leagues, camps and tournaments for men, women and children year round. We are a professional, fun, dynamic grassroots basketball organization that started off as a small business and has grown substantially since our inception in 2006. BWT was founded to meet a need for high quality basketball programs with a more authentic basketball approach to the development and management of the programs. For more information check out www.bwt.ca.

JOB DESCRIPTION – ADULT PROGRAM INTERN

BWT requires a youthful dynamic individual to help with the planning, development, marketing, organizing, operating and management of BWT's current and up and coming youth basketball programs. The Program Coordinator will be expected to fulfill the requirements of the position from September 2011 to December 2011. Reporting to the Director, the successful candidate will be responsible for, but not limited to:

- Assist with the weekly planning, development, organization and preparation of planned events including communication to customers, equipment setup, paperwork, website and other related event work.
- Complete administrative duties such database entry, standing and statistical updates, rules and regulation updates and communication with customers.
- Assistance with the day to day operations of the youth programs including leagues, clinics and camps including registration, rosters, scheduling, scorekeeping, stat keeping, policies and evaluations.
- Maintenance of website information and e-mail communication with customers.
- Help with the development, distribution and promotion of up and coming events and related marketing materials.
- Respond to customer service inquires and issues via website, email and in person about future programs.
- Some relationship development and management with customers, vendors, facilities and related staff.

SKILLS & QUALIFICATIONS REQUIREMENTS

- Proven track record of working with people and the ability to build relationships.
- You are positive, enthusiastic and have an endless supply of energy.
- Strengths include attention to detail, highly organized, planning, problem solving and decision-making.
- Excellent verbal and written communication skills (telephone and in person).
- Customer service oriented and able to work independently.
- Interested in meeting new people and speaking confidently in a small group setting.
- Reliable, punctual, hard work and motivated self-starter who likes to build things from scratch.
- Highly proficient in Microsoft Office (Outlook, Word, Excel) and the willingness and ability to learn quickly.
- Some marketing, promotion or event coordination experience would be preferred.
- Experience working with youth in a teaching environment in a sport.
- Knowledge and interest of the game of basketball, the basketball industry in the city, or the NBA, or NCAA Basketball or CIS basketball as well as own transportation are assets.

UNIQUE WORKING HOURS

Your commitment to BWT would involve mainly weekdays with some weekend / weeknight work. More specifically, your requirement will be to work during the week for 3-4 days (9-4PM) and then 1-2 shifts on the weekend / weeknight. Please note that the times may be adjusted based on the current programs running, based on your schedule and the needs of the BWT.

PAY

This is a non-paid position but ideal for someone looking for hands on work experience in planning and managing grassroots sporting event.

CONTACT INFORMATION: For more information, please contact info@bwt.ca or via phone 416.889.8727.