**Seymour Recreation Basketball Site Manager**

**Job Description**

**General Statement of Duties:**

The Site Managers primary responsibility is to oversee the facility.

**Essential Responsibilities:**

* Arrive 15 minutes before the first scheduled practice or game
* Unlock & Lock Doors as needed including Recreation Closet and Bathrooms
* Check Bathrooms upon arrival and before departure. Notify Recreation Manager & Building Custodian of any issues.
* Set up Time Clock
* Ensure all Seymour Recreation basketballs remain in gym and are accounted for at the conclusion of each game.
* Accurately record the final score of the game online using our online database.
* Perform Score keepers duties as needed
* Clean up any trash or items left behind
* Administer First Aid as needed. Document all injuries and notify Recreation Program Manager of any injuries as time allows but before the conclusion of the evening
* Answer parent and child questions. Direct them to contact the Recreation Program manager for any concerns regarding the program or personnel.
* Maintain a high level of professionalism and customer service
* Perform other duties as assigned

**Desired Qualifications:**

* Must be at least 16 years of age.
* Knowledge of basketball rules and regulations
* Prior experience keeping score preferred or minimum of three years’ experience playing the sport
* Ability to communicate effectively, both orally and in writing, including speaking to groups
* Ability to continuously pay attention to and notice details while in a distracting environment
* Ability to handle fast-paced high stress environment
* Ability to deal courteously with the public
* CPR/First Aid Certified and Blood Borne Pathogen Trained or willingness to obtain

**WORK SCHEDULE:** Part time; hours will vary and will require evenings and weekends

**Supervision Received:** Reports directly to the Recreation Program Manager. Works under the general direction of the Director of Community Services.