

TOWNSHIP OF PEMBERTON

Department of Recreation & Senior Services

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Dennis Gonzalez

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Township Council
Jason Allen
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Donovan Gardner
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YOUTH BASKETBALL LEAGUE PART-TIME COORDINATOR JOB DESCRIPTION

JOB INFORMATION

Title: Youth Basketball League Coordinator

Classification: Part-Time/Seasonal

Salary Range: Salary range and adjustments are based on experience and qualifications.

Supervision: Works under the detailed supervision of the Recreation Coordinator and the Director of Recreation.

JOB SUMMARY

Youth Basketball Coordinator assists in supervising and coordinating the Youth Basketball League, using the basic philosophy adopted by the Pemberton Township Department of Recreation & Senior Services.

JOB DUTIES AND TASKS

IN-SERVICE TRAINING

- Attends and assists implementing all required coach and official training sessions.
- Completes all training session requirements.

PROGRAM OVERSIGHT

- Assist with development of the regular season and playoff schedules for the season.
- Assist with creating all Pemberton Township Department of Recreation & Senior Services basketball teams.
- Supervise playoff tournament at the end of season.
- Assist with supervising assigned elementary schools and the coaches working at each of the schools. The coordinator should also attend and supervise at least 1 practice or and 1 game at their schools per week.
- Able and available to communicate with parents/participants about the program.
- Assist with recruiting head and assistant coaches.
- Assist with scheduling and supervising officials for his/her school games.
- Assist in distribution, collection and return of all equipment, uniforms, pictures, etc.
- Able to handle problems and/or concerns that may arise during the program.

- Communicate the program's progress on a regular basis with the Recreation Coordinator.

MEETINGS

- Attend meetings as assigned by the Recreation Coordinator.

EVALUATIONS

- Evaluation of coaches and officials in writing and oral discussion at end of season.

OTHER ESSENTIAL DUTIES

- Frequent lifting up to 30 pounds or heavier lifting with other employees. Assist with setting up and taking down equipment that would otherwise interfere with reserve court space.
- Maintain a valid driver's license.
- Adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

The above statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the positions, duties, and tasks as they may change or be adjusted as situations require.

JOB SPECIFICATIONS

- Able to work weekday afternoons/evenings and Saturday mornings and afternoons.
- Knowledge of the fundamentals, rules and skills of basketball.
- Prefer prior coaching experience from the elementary, Jr. High, or Sr. High level.
- Indication of programming background.
- Has previously held leadership positions or willingness to do so.
- Displays ability to work effectively with the other employees and school staff.
- Displays ability to establish good public relations.
- Displays good written and verbal skills.

**If interested in this position, please submit resume and/or letter of interest, as well as completed attached application to:
recreation@pemberton-twp.com or drop it off at the
Recreation Office (69 Tensaw Drive, Browns Mills, NJ 08015)**



Township of Pemberton
500 Pemberton-Browns Mills Road
Pemberton, NJ 08068

Employment Application

An Equal Opportunity Employer

Pemberton Township is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or interview process should notify a representative of the organization.

Please print and fill out all sections

Applicant Information

Applicant Name _____

Home Phone _____

Other Phone _____

Email Address _____

Current Address:
Number and street _____

City _____

State & Zip _____

How were you referred to Pemberton Township? _____

Employment Positions

Position(s) applying for: _____

Are you applying for:

- Temporary Work such as summer or holiday work? Y or N
- Regular part-time work? Y or N
- Regular full-time work? Y or N

What days and hours are you available for work?

If applying for temporary work, when will you be available?

If hired, on what date can you start working? ____/____/____

Can you work on the weekends? Y or N

Can you work evenings? Y or N

Are you available to work overtime? Y or N

Salary desired: \$ _____

Personal Information:

Have you ever applied to / worked for the Township of Pemberton before? Y or N

If yes, please explain (include date): _____

Do you have any friends, relatives, or acquaintances working for the Township of Pemberton? Y or N

If yes, state name & relationship: _____

If hired, would you have transportation to/from work? Y or N

Are you over the age of 18? (If under 18, hire is subject to verification of minimum legal age.) Y or N

If hired, would you be able to present evidence that you can legally work in the United States? Y or N

If hired, are you willing to submit to and pass a controlled substance test? Y or N

Are you able to perform the essential functions of the job for which you are applying, either with / without reasonable accommodation? Y or N

If no, describe the functions that cannot be performed:

(Note: The Township of Pemberton complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional).

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Y or N

If yes, please describe the crime – state of/nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered)

Education, Training, and Experience

High School:

School name: _____

School address: _____

School city, state, zip: _____

of years completed: _____

Did you graduate? Y or N

Degree/diploma earned: _____

College/University: _____

School name: _____

School address: _____

School city, state, zip: _____

of years completed: _____

Did you graduate? Y or N

Degree/diploma earned: _____

Military:

Branch: _____

Rank in Military: _____

Total Years of Service: _____

Skills/duties: _____

Related detail: _____

Employment History: This section must be completed even if you attach a resume. List your last four employers and major assignments within the same employer. Begin with the most recent. Explain any gaps in employment in the comments section on the bottom of this page.

Employer:	Date Started:	Work performed/ responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
May we contact for a reference: ___ Yes ___ No		

Employer:	Date Started:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
May we contact for a reference: ___ Yes ___ No		

Employer:	Date Started:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
May we contact for a reference: ___ Yes ___ No		

Employer:	Date Started:	Work performed/ Responsibilities:
Address:	Date left:	
Job Title:	Starting Salary:	
	Final Salary:	
Reason for leaving:		
Supervisor's name and phone number:		
May we contact for a reference: ___ Yes ___ No		

Comments

PLEASE READ CAREFULLY BEFORE SIGNING

As an applicant for a position with the Township of Pemberton, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true, and accurate.

If hired, I understand that I may be separated from employment if the Township of Pemberton later discovers that information on this form was incomplete, untrue, or inaccurate. I give the Township of Pemberton the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted), and the right to secure additional job-related information about me. I release the Township of Pemberton and its representatives from all liability for seeking such information.

I understand that the Township of Pemberton is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the Township of Pemberton will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that the Township of Pemberton may terminate me at any time in accordance with its established policies and procedures. No representatives of the Township of Pemberton may make any assurances to the contrary.

I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature of applicant

Date

Voluntary Affirmative Action Information

You are **not** required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program.

Applicant Information:

Name: _____
Address: _____
City/town: _____
Phone: () _____

Position Applied For: _____

How did you learn about this position? ___Advertisement ___Employment Agency ___Friend

Information Regarding Status:

Gender:

Male
Female

Equal Employment Opportunity identification groups:

White
African-American (non-Hispanic)
Hispanic
American Indian/Alaskan native
Asian/Pacific Islander
Other _____

Other protected Groups

Individual with a disability
Vietnam-era veteran (served between 1964 and 1975)
Disabled veteran

For Township of Pemberton use only

Hired: __Yes __No Position _____ Date _____

Which EEO job classification best described the position for which the applicant applied?

- | | | |
|---------------------------|--------------------------------|-----------------------------|
| 1. Officials and Managers | 4. Sales workers | 7. Operators (semi-skilled) |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers (unskilled) |
| 3. Technicians | 6. Craft workers (skilled) | 9. Service workers |

Township of Pemberton Official _____ Date _____