

## Job Description: AVCSS Girls Basketball Coordinator

**Girls Basketball Coordinator:** Responsible for coordination of basketball operations related to the AVCSS Basketball Clubs (AVCSS) Girls teams.

### Required duties for the Position of Girls Basketball Coordinator:

1. Assist with recruiting new coaches, and interviewing new coaches.
2. Keep coaches updated on current events, activities, tournaments, Meeting information, etc.
3. Collect player fees / Scholarship forms from coaches, track payments, follow-up as needed.  
\* All player fees should be paid no later than 14 days after the teams first practice.
4. Ensure that coaches fill out required paperwork, copies to club.
5. Track number of practices, and tournaments coaches are participating in. Report to the Club Administrator.
6. Ensure that coaches fill out all required AAU/YBOA paperwork, etc.
7. Observe at least 2 practices of any "New" coaches, and assist as needed. Any violations should be reported immediately.
8. Report any and all concerns, progress, policy violations, etc. to the Club Administrator in a timely manner.

I have read and understand the required duties of the AVCSS Girls Basketball Coordinator as described above.

I accept this position and will perform the required duties to the best of my ability, and always in the best interest of AVCSS.

\_\_\_\_\_  
(Signature)

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

\_\_\_\_\_  
(Witnessing Signature)

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