

**TOWN OF BERLIN
PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION**

POSITION: **Kindergarten-2nd grade Basketball Assistant**
SUPERVISOR: Basketball Coordinator
Superintendent of Recreation

POSITION OBJECTIVES:

1. Responsible for assisting Basketball Coordinator during program.
2. To provide a fun and safe environment.
3. To establish a positive relationship with everyone associated with the K-2 basketball program in particular participants and parents.
4. Responsible for the safety of participants at your program site.
5. May be required to work extended periods of time on his/her feet.
6. To work closely and cooperatively with other staff.

DUTIES AND PROGRAM RESPONSIBILITIES:

1. Assist Basketball Coordinator in various aspects of the program including drills, games and other activities to promote learning the game in a fun setting.
2. Regular attendance and punctuality.
3. Notify coordinator if supplies are needed, broken or missing.
4. Other duties as assigned.

QUALIFICATIONS: High School/College Student, minimum 15 years of age or older

TRAINING AND EXPERIENCE:

1. Strong background in basketball preferred.
2. Some experience working with youth.
3. Some experience working with the public.
4. Must complete Sexual Harassment Training, as required by the Town.*
5. Must complete Mandated Reporter Training, as required by the Town.*

*Department will provide training if hired