Job Title: AYBL Administrative Support Date Opened: 08/6/2018

Reports to: AYBL Board of Directors (Zack Orchant – President) Closing Date: 08/15/2018

**Job Purpose:**

Responsible for administrative services of running the Ashburn Youth Basketball League (AYBL) pre-season and during the season. Additional administrative services will be necessary during the off season. Position would work from home in addition to possible equipment or supply deliveries to Loudoun County Public Schools (LCPS) within the AYBL area or Potomac Athletic Center (PAC). Days necessary to be available for service would be Sunday-Saturday during the season (September – March) and less frequently during the off season (April – August).

**Scope of Responsibilities:**

* Attend all AYBL Board of Directors meetings, record the minutes of each meeting, distribute minutes of each meeting prior to the next Board of Directors meeting for approval by the board and work with the Board of Directors President to create an agenda for future board meetings.
* Act as liaison between the LCPS and Loudoun County Parks, Recreation and Community Services (PRCS) to monitor and proactively manage any blackouts of the school gyms.
* Ability to receive last minute notifications via phone, email or text from PRCS and rapidly triage and notify respective league coaches regarding school closures and blackouts
* Work within available open space allocations to provide make-up dates/times for lost practices due to holidays, blackouts or school closures
* Monitor LCPS notifications for weather related closures and notify the AYBL Board of Directors and coaches of the impacted teams
* Responsible for scheduling of volunteers for events, appointment times for player evaluations through SignUp Genius and coordination of other volunteer needs
* Maintaining the content on the AYBL social media sites for information such as but not limited to website content, public document postings and public Board of Director meeting notifications
* Assist with mass communication to the league for notifications and reminders of league events and changes to schedules, playoff schedules and registrations
* Manage and maintain the subscription and events related to SignUp Genius
* Provide local press and media outlets with community outreach information that the league is conducting or participating in
* Coordinate and administer the distribution of equipment or supplies to all AYBL game sites (local LCPS)
* Maintain league distribution listings, practice schedule, team rosters and contact lists for team and age group coordinators and assist the AYBL President with any changes to the game schedule due to weather or school closings.
* Assist with the cost analysis and pricing of uniforms and equipment, ordering of uniforms and equipment, billing and collection of uniform fees for travel league players and annual budget for uniforms and equipment
* Assist with the fulfillment of orders received through the AYBL store
* Coordinate with Age Group Coordinators to aggregate and update game scores in each division by Sunday evening of each weekend house league games are played
* Coordinate and provide assistance with the annual award ceremony and player award nominations
* Backup for the Travel Coordinator to aggregate and update game scores for the Travel Games each Sunday evening that games are played when needed
* Perform other duties as assigned by the AYBL Board of Directors

**Desired Skills and Experience**

* Proficient in Microsoft Excel and working with formulas in large spreadsheets.
* Available weekends September through March and evenings (via phone/text/email). Critical dates needing onsite support will be for player evaluations, uniform sizing and distribution, league award ceremonies as well as others. Exact details will be defined at time of hire.

**To express interest in this position:** To apply or inquire further about the position - please submit a letter of interest outlining your qualifications and skills and/or a copy of your resume for the position by sending an email to president@ayblva.org.