



## **Volunteer Job Descriptions**

Fast Break Basketball Association is a 501(c)(3) not-for-profit organization run 100% by volunteers. The Trustees, Officers, Directors, Coaches, Game Coordinators, and Team Parents are all volunteers. Without Volunteers, we cannot have a program. If we do not get enough volunteers, we reserve the right to limit enrollment in any program and refund registration fees. With your help, we will be able to continue to grow and serve the youth of East Brunswick. If you are interested in applying for any of these positions, please email [commissioners@fastbreakbasketball.org](mailto:commissioners@fastbreakbasketball.org).

The following, are job descriptions of positions we are always looking to fill:

### **TRUSTEES (five positions)**

*Trustees* are responsible for the business affairs of Fast Break Basketball Association, Inc. (FBBA). These responsibilities include ensuring the financial viability of FBBA, setting policies and rules, managing relationships with the Township and School District, and purchasing products and services.

There are going to be fifteen *Officers*, who are responsible for the day-to-day operations of this non-profit corporation, who report to the Trustees (see immediately below). Trustees can also serve in Officer positions.

### **OFFICERS (currently fifteen positions)**

**1. President:** The *President* functions as the Chief Executive Officer of FBBA. His/her responsibilities include the following:

- Supervises all business and operational affairs of FBBA
- Presides at all meetings of the Board of Trustees
- Presides at all Monthly Staff meetings
- Serves as FBBA's primary liaison to EB Township, EB and Middlesex County school districts, organizations dedicated to youth basketball, and organizations dedicated to the general betterment of youth and young teenagers
- Serves as a member of the Coalition of Athletic Organizations (CAO) for EB
- Secures Basketball Courts
- Public Relations and Publicity
- Negotiates contracts with suppliers and authorities

**2. Vice President:** The *Vice President* shall perform all duties of the President in the absence of the President. The Vice President will usually also hold one of the other

Officer positions in addition to the title of Vice President. The Vice President reports directly to the President.

**3. Treasurer:** The *Treasurer supervises all of* the financial affairs of FBBA. The Treasurer's responsibilities include the following:

- Collection of all fees and dues and their deposit in an account in the name of FBBA
- Keep an accurate account of all financial transactions and rendering a report to the Board of Trustees, when requested
- Payment of all invoices
- Purchasing insurance and equipment from vendors necessary to run FBBA
- Negotiate all contracts with vendors
- The Treasurer reports directly to the President

**4. Secretary:** The *Secretary maintains all records of* FBBA, such as corporate documents, registration forms, and annual lists of players. The Secretary's responsibilities include the following:

- Provide notice and keep minutes to meetings of the Board of Trustees, Monthly Operations Meetings, and selected Ad Hoc committees
- Manage letter, email, and telephone message center correspondence
- Maintain other documents necessary for the operation of FBBA
- Distribute and collect registration forms
- Ensure that FBBA has a working mailing and email address
- The Secretary reports directly to the President

**5. Webmaster:** The *Web Management Coordinator* is responsible for the smooth running of FBBA's Web Page, who ensures the prompt posting and removal of content on the site. Responsibilities include the following:

- Propose and implement new site designs and functionality
- Serve as the primary liaison to the web host company to resolve performance issues
- Setting up a database of all email addresses for communication
- Updating the respective division programs with Coach information, session/practice/game schedules, school information, and any changes that occur during the season
- Input game scores and update standings of each respective grade in the Sr. Division program
- Send out correspondence as needed
- Respond to and/or disburse any emails that are sent to the Webmaster account
- The Webmaster reports directly to the President

**6. VP of Basketball Operations – Sr. Division (9<sup>th</sup> – 12<sup>th</sup> Grade):** The person serving in the role of *VP of Basketball Operations for the Sr. Division* is ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Disseminate information to the respective Division Directors
- Oversee the pre-drafts and drafts for each grade

- Ensure all game scores are being reported to the Webmaster
- Help resolve any issues that may occur during the season
- Assist in any award ceremonies
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**7. VP of Basketball Operations – Jr. Division (5<sup>th</sup> – 8<sup>th</sup> Grade):** The person serving in the role of *VP of Basketball Operations for the Jr. Division* is ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Disseminate information to the respective Division Directors
- Oversee the pre-drafts and drafts for Grades Four and Five
- Review team formation in Grades Two and Three
- Ensure all game scores are being reported to the Webmaster
- Help resolve any issues that may occur during the season
- Assist in any award ceremonies
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**8. VP of Basketball Operations – Instructional Division (2<sup>nd</sup> – 4<sup>th</sup> Grade):** The person serving in the role of *VP of Basketball Operations for the Instructional Division* is ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Disseminate information to the respective Division Directors
- Oversee the pre-drafts and drafts for Grades Four and Five
- Review team formation in Grades Two and Three
- Ensure all game scores are being reported to the Webmaster
- Help resolve any issues that may occur during the season
- Assist in any award ceremonies
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**9. VP of Basketball Operations – Girls Division (2<sup>nd</sup> – 8<sup>th</sup> Grade):** The person serving in the role of *VP of Basketball Operations for the Girls Division* is ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Disseminate information to the respective Division Directors
- Oversee the pre-drafts and drafts for Grades Four and up
- Review team formation in Grades Two and Three
- Ensure all game scores are being reported to the Webmaster
- Help resolve any issues that may occur during the season
- Assist in any award ceremonies
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**10. VP of Basketball Operations/Program Director – Buddy Ball Division:** The person serving in the role of *VP of Basketball Operations of the Buddy Ball Division* is

ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Disseminate information to the respective Session Coordinators, Coaches, etc.
- Help resolve any issues that may occur during the season
- Assist in any award ceremonies
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**11. VP of Basketball Operations – Travel Division:** The person serving in the role of *VP of Basketball Operations for the Travel Division* is ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Act as the liaison with the other travel organizations we are participating in
- Disseminate information to the respective Coaches in each division
- Coordinate and oversee the Head Coach interviewing process and selection
- Coordinate and oversee player tryouts and team selection
- Distribute practice time for each team
- Ensure all schedules and game scores are being reported to the Webmaster
- Help resolve any issues that may occur during the season
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**12. VP of Basketball Operations – AAU Division:** The person serving in the role of *VP of Basketball Operations for the AAU Division* is ultimately responsible for the day-to-day operations of their program. He/She is responsible for the following:

- Act as the liaison with the other AAU organizations we are participating in
- Disseminate information to the respective Coaches in each division
- Coordinate and oversee the Head Coach interviewing process and selection
- Coordinate and oversee player tryouts and team selection
- Distribute practice time for each team
- Ensure all schedules and game scores are being reported to the Webmaster
- Help resolve any issues that may occur during the season
- Attend monthly operations meetings
- The VP of Basketball Operations reports directly to the President

**13. VP - School Relations:** The VP of School Relations is a critical position for FBBA. He/She is responsible for helping to secure court usage for the upcoming season, by working with the Principals, Administrators of each school, and people from the EB Recreation Department. His/Her responsibilities include the following:

- Work with the Team Parents of each grade to ensure that we will have proper supervision in all facilities
- Contact each school on a weekly basis to ensure that there are no additional conflicts with the dates we have been assigned
- Handle any off the court situations with the schools
- Maintain a book for each school which shows any cancellations during the season
- Work with the Scheduling Coordinator on all schedules

- The VP of Basketball Operations reports directly to the President

**14. VP of Site Security/Game Coordination:** It is required by the Township of East Brunswick to have a Game Coordinator at every game. No Game Coordinator – no game! The VP of Site Security works with the Game Coordinators to ensure proper coverage for each grade. He/She holds a training session for all Game Coordinators, so they understand the responsibilities of the position, the rules, and a thorough understanding of the school expectations. Handle any on the court situations. Work with the Referee Coordinator to make sure that we have all the referees needed and that proper training has been given to all coaches in the matter of how the games will be officiated. Disburse all equipment necessary. This position reports directly to the President.

**15. VP of Fundraising:** The VP of Fundraising is responsible for organizing all fundraising activities. Working with and/or looking for sponsors, heading up the fundraising committee, working with the Webmaster to ensure all links are being added to the website, working with the Director of Purchasing to ensure all logo's that will be printed on uniform shirts are received in time, and works with the Treasurer on monies received. This position reports directly to the President.

### **DIVISION DIRECTORS (currently 20 positions)**

There is a *Division Director* for each grade program of FBBA

**1. Division Director of Basketball Operations:** The Division Director of Basketball Operations is responsible for the smooth day-to-day running of *all activities that take place ON the basketball court* for the grade program he/she is responsible, and reports into the VP of Basketball Operations, of the respective division (Sr., Jr., Instructional, and Girls). For the respective grade program, responsibilities include the following:

- Assist on Registration and Trophy days
- Assign coaches to teams
- Plan and run the skills assessment session, and/or pre-drafts and drafts
- Assign players to teams in the 2<sup>nd</sup> and 3<sup>rd</sup> grades, based on skill assessments that maximally ensure balanced teams
- Ensure that all rules and policies of FBBA are enforced
- Attend Monthly Operations Meetings
- Act as the liaison between the Executive Board, VP and Coaches
- Collect and submit weekly game scores to the Webmaster for posting

**2. Division Director of Team Parents:** The Division Director of Team Parents is responsible for the smooth day-to-day running of *all activities that take place OFF the basketball court and in the school* for the grade program he/she is responsible, and reports into the VP of School Relations. For the respective grade program, responsibilities include the following:

- Assist on Registration and Trophy days
- Assign Team Parents to teams
- Plan and run a Team Parents orientation prior to the season

- Guarantee that a Site Safety Monitor is established for all teams
- Ensure that all rules and policies of FBBA are enforced
- Team Parents report into the Division Director of Team Parents.

**3. Director of Game Coordinators – Sr., Jr. and Girls Divisions:** The Game Coordinator Directors are responsible for identifying and securing Game Coordinators for each respective grade, and reports to the VP of Site Security. Ideally, there will be three Coordinators for each grade. He/She holds continues to train people throughout the season, so they understand the responsibilities of the position, the rules, and a thorough understanding of the school expectations. Handle any on the court situations. Disburse all equipment necessary.

**4. Director of PALS – Buddy Ball Division:** Works closely with and reports to the VP of Buddy Ball to help ensure the integrity of the program. Some of their responsibilities include the following:

- Assist during registration of all new PAL's during the first two sessions
- Maintain all records of hours served for Community Service
- Recruit and organize volunteer PAL's
- Assist in any award ceremonies

### **ADMINISTRATIVE COORDINATORS (four positions)**

*Administrative Coordinators* are responsible for specific functions critical to the operational efficiency of FBBA, and report into selected officers.

**1. Coaches Coordinator:** The *Coaches Coordinator* is responsible for the following:

- Ensure that all coaches in FBBA are Rutgers S.A.F.E.T.Y certified
- Ensure that all coaches in FBBA are Kid Safe approved (having passed their background check) Plan and implement coaches training sessions prior and during the season, as needed
- Review the Coaches Corner web page and recommend additions or deletions to links on the site
- The Coaches Coordinator reports directly to the Vice President

**2. Scheduling Coordinator:** The *Scheduling Coordinator* is responsible for establishing game and practices schedules for all grade programs, and manages scheduling changes during the course of the season due to weather and PTA related postponements. The Scheduling Coordinator reports to Vice President, and works closely with the VP of School Relations, and Webmaster to ensure the website is updated accordingly.

**3. Equipment Coordinator(s):** The *Equipment Coordinator(s)* are responsible for the basketball equipment of FBBA. Responsibilities include the following:

- Maintain inventories of all equipment
- Assess useful life of equipment
- Specify equipment needs and recommend purchases
- Distribute and collect equipment

- Arrange for equipment storage during the off-season
- The Equipment Coordinator reports to the Treasurer for purchasing issues and the VP's of Basketball Operations Jr., Sr., Girls, Travel and Buddy Ball for equipment collection and distribution

**4. Referee Coordinator:** The *Referee Coordinator* is responsible managing the paid referee's, and act as liaison between FBBA and the Referee Organization. He/She is also responsible to notify the referee organization of any issues during the season, and verify the number of referee assignments during each month of play. The Referee Coordinator reports directly to the Vice President.

## **ON-COURT VOLUNTEERS**

**COACH:** To help be one of two or three (depending upon the grade) adult coaches of your child's team. Fast Break has a basketball curriculum and will train coaches. Coaches are responsible for all the players on their team, in addition to their own children. Responsibilities include the following:

- Notify all the players on your respective team of practice and game schedules
- Conduct practices, as scheduled
- Coach games, while adhering to all FBBA game play policies
- Set team goals
- Communicate, motivate, teach, and lead
- Develop the skills of the players
- Create a positive winning environment where players are self-motivated to do their best
- Coaches report into the Division Directors of Basketball Operations of their respective division
- All coaches **MUST BE** Rutgers Certified, and Kid Safe approved (fingerprint background checked)

**GAME COORDINATOR(S):** The East Brunswick Township and Schools **require** Fast Break Basketball to have someone (we call them Game Coordinators) at each of our game sites. The primary responsibilities of the Game Coordinators are:

- Bringing game equipment to the facility. This includes electronic scoreboards, ball, scorebook, and first aid equipment
- Act as liaison between coaches and referee's in case of issue with rules interpretation
- Being at the facility for approximately 3 hours (your child will probably be participating during one of these hours)
- Making sure that the facility is used in a safe manner
- Coordinating game set-up (asking a coach from each team to supply a volunteer to help at the scorers table)
- Assisting in cleaning up the facility after the last game is played (asking coaches and parents to bring back chairs and tables used, disposing of any bottles that are

lying around). Basically, returning the facility to the same condition as when we entered.

We are in the need of Game Coordinators for the 4<sup>th</sup> thru 12<sup>th</sup> Grade Co-ed and 4<sup>th</sup> thru 10<sup>th</sup> Grade Girls. Game Coordinators report directly to the Game Coordinator Directors of their respective division.

**TEAM PARENT (2<sup>nd</sup> & 3<sup>rd</sup> Grade)**: To help Fast Break communicate important information to parents on your team, especially those who do not have access to the internet, or to help ensure the participation of site-safety volunteers.

Site Safety Volunteer: It is required of us to have site safety volunteers at every game & practice. In order to ensure the safety of our children, and to keep the costs of the program down (by not having to hire these monitors) every family will be expected to serve in this role probably twice during the season. Each team will have a Team Parent who will organize site safety volunteer schedules. You must see your team parent to volunteer the times that you will be available, otherwise team parents have been instructed to assign you to the open time slots. (Everyone will serve in this capacity). Any changes that need to be made must be communicated to the Team Parent. Other responsibilities include:

- Arrive 15 minutes before the practice or game to make sure that no child is in the facility unattended, and remain until all children have been picked up after the practice or game. If a parent has not arrived 15 minutes after the end of practice, you are required to call the Division Director for that grade or call a Board Member for further instructions.
- Primarily stand at the door between the gym and the hallway to make sure that players & siblings taking water or bathroom breaks don't wander the halls or touch any of the artwork.
- Keep everyone off the stages and equipment in the gyms. The exception being that they may sit at the **edge** of the stage to watch the games.
- Keep all siblings out of the hallways. We have been given use of the gyms, water fountains, and bathrooms only. No playing in the hallways.
- Enforce NO EATING AND DRINKING policy.