

Substitute Basketball Coach & League Coordinator

Reports To: Associate Director & League Coordinator

Starting Wage: \$22/hour

Part Time: 5 hours/week when covering for the League Coordinator, Non-Exempt.

- This position requires the following schedule: Must have schedule flexibility during the Winter & Spring league season on Saturdays from 8:30 am to 2:00 pm. Possibility for some weekday evening substituting for basketball practices if volunteer parent coaches can't make a practice.

About the Northeast Community Center

The NECC is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a vibrant hub offering recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and physically/mentally/emotionally healthy.

Guided by a strategic plan that prioritizes equity and community-responsive programming, the NECC is rebuilding after COVID with renewed focus on its role in providing inclusive, equitable, and relevant programming that supports individual wellness and creates a healthy and resilient community.

The NECC is committed to building a diverse and inclusive staff that represents the neighborhoods we serve. We value the life experiences of BIPOC, LGBTQIA2S+, and individuals and communities who face systemic oppression and have experienced barriers to participation. Throughout all levels of the organization, staff find meaning in their work and are connected to participants. The NECC and the individuals who work here value learning, adapting, and growing.

Job Overview

Check out our Winter and Spring League schedules by clicking [HERE](#). Kids have practice once a week with volunteer parent coaches and games on Saturdays. We have a great community atmosphere, and we are looking for a team player to join our youth sports staff. We are seeking a passionate and dedicated Substitute Basketball Coach to lead our youth basketball program when our league coordinator is unable to attend the games. Our current League Coordinator will train the substitute prior to any substitution shifts. This position involves managing the day-to-day of our Winter and Spring Jr. NBA leagues, focused on fun, skill development, and enriching experiences for young athletes. The ideal candidate will foster a positive environment where kids can learn and grow through basketball, emphasizing confidence, teamwork, and fun. This position would be ideal for someone who needs minimal hours but enjoys direct coaching with children.

Position Requirements

Winter & Spring Basketball League Seasons:

- Referee basketball league games for kids 5-11 years old following NECC's league rules.
- Oversee league operations, including game day setup, scorekeeping, and resolving any issues that arise. Move teams along for each game and keep score or assigning a parent score keeper.
- Promote good sportsmanship, teamwork, and a love of the game among all participants.
- Maintain accurate records of player registrations, game results, and other relevant information.

- Foster a positive, inclusive, and encouraging environment for all participants.
- Strong understanding of basketball rules, techniques, and strategies.
- Excellent verbal and written communication skills; ability to effectively communicate with children, parents, and volunteers.
- Knowledge of **safety practices** related to youth sports and the ability to ensure a safe playing environment.
- Able to support youth, adapt to different learning styles and build long-term relationships with families
- Able to maintain confidentiality.
- Experienced with office technology & software, including Word, Excel & Outlook (or Google equivalent), and comfortable and confident navigating new technology
- Demonstrate awareness of others' social identities (e.g., race, gender, disability status, religion, etc.) and understands their relevance in the workplace and NECC programs and activities
- Abide by our Youth Protection Policy
- **Previous experience coaching youth basketball, is required.**
- Encouraged but not required:
 - A background in sports management, education, physical education, or a related field is preferred.
 - Bilingual (Spanish preferred)
 - Life experience as Black, Indigenous, or Person of Color, LGBTQIA2S+, or any persons identifying as a member of a marginalized community

Position Details

- Compensation & Benefits
 - Accrued sick time
 - Complementary NECC Membership
- Part-time substitute position, non-exempt. Approximately 5/week when needed.
- This position requires you to: move throughout the building, ascend/descend two flights of stairs, and move equipment. Unfortunately, our building is not currently ADA accessible.
- 100% of staff at the NECC has received the Covid-19 vaccine. The person hired for this position will be required to be fully vaccinated, or may request an approved accommodation.
- If selected, candidates will need to pass a background check and be CPR & First Aid Certified.

To Apply – tinyurl.com/BballSub

- Please submit an application at the above link

Timeline: Interested applicants are encouraged to apply as soon as possible. Applications will be reviewed on a rolling basis.