



Fast Break Club Director of Basketball Operations

Provide leadership, support and assistance to all FBC Programs.

Jr. Grand Am Tournament:

- Secure Sites (short and long term)
- Obtain Insurance Waivers (Vaaler Insurance)
- Provide On- Site Supervision and Support
- Complete Site Contracts
- Develop and Order Programs (Morgan Printing)
- Order Wristbands for Players and Coaches
- Work with Vendors
- Order T-Shirts
- Set Site Supervisors' Meeting
- Work with Media
- Sign Off on VOA Contract Terms
- Set Future JGA Dates (5 years Out)
- Secure Sponsors
- Write GFCVB Grants
- Update JGA Champs Sign Annually
- Work with GFCVB on Signage
- Process Invoices with Treasurer

Annual Meeting:

- Reserve Site
- Set Date and Time
- Communicate with Board Members
- Develop Agenda with President and Treasurer
- Secure Program EOY Reports
- Work with Secretary to Publish Minutes

All-City Basketball Teams:

- Assist in Organizing Coaches Meeting
- Assist in Selection Process
- Order Player Plaques (Day Dream Specialties)
- Work with Caulfield Studios on Player Photos
- Order All-City T-shirts
- Work with GF Herald Staff on All-City Article

Other FBC Programs:

- Support Fall League Supervisors and Write Ulland Grant through GF Park District
- Support Swish Program
- Support Nets Program
- Develop and Support Summer Slam 3 on 3 Tournament
- Develop and Support Elementary Encore Program

Miscellaneous:

- Manage League Apps Program
- Secure Web Hosting Services (Melbourne IT)
- Manage Site Supervisors/Coaches Contracts for Programs
- Manage Invoices and Check Requests
- Work with Treasurer on Payments
- Explore Expansion of FBC Programs
- Position Reports to FBC President and Vice-President
- Position Evaluated by FBC President and Vice-President
- Annual Pay \$2,800 - \$3,700, DOE
- Approximately 75-100 hours annually