

# PHILADELPHIA YOUTH BASKETBALL

*Empowering young people as students, athletes, and positive leaders.*



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1735 Market Street,  
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267-519-9209

info@phillyyouthbasketball.org  
www.phillyyouthbasketball.org



Philadelphia Youth Basketball, Inc.  
Professional Employment Opportunity  
Multi-Site Coordinator  
Summer 2021

Philadelphia Youth Basketball, Inc. (PYB), a non-profit enterprise, is seeking to hire summer “Multi-Site Coordinators” to add real value to PYB’s Summer Camp Series. As a non-profit with a strong desire to generate scalable social impact, PYB relies heavily on the skills and passions of professionals of all ages who are able to provide expertise in a wide range of disciplines. Our Multi-Site Coordinators will be critical to our success in engaging and supporting staff and young people participating in our summer program.

PYB’s 2021 Summer Camp Series will be a mix of half-day, school-based and full-day, week-long camps offered to boys and girls entering grades 3-8 throughout the Greater Philadelphia Region. The camps will be hosted on various sites including local schools, churches and private facilities. Each camp day will include basketball skill-building and game-play, an hour of academic enrichment, positive coaching and mentorship, and a healthy breakfast and lunch.

PYB’s is seeking summer camp multi-site coordinators with experience in supervising and managing sport-based youth development programs. PYB’s Multi-Site Coordinators will be responsible for managing a portfolio of sites, including the supervision of staff and coordination between PYB’s central office and the host partner of each site. This staff member reports to the Program Manager.

## Core Work Scope & Responsibilities

- Work with your assigned Head Coach-Mentors and host sites on the use of space and ensure that program space is adequate and orderly
- Develop and implement a plan to involve families in the program, with assistance from the Program Leadership team
- Serve as the point-person for designated sites on a daily basis during program hours: 1) responding to any guardian questions/concerns, 2) interacting with the site liaison
- Collect required participant data across a portfolio of assigned sites and relay it to PYB’s Impact and Evaluation Manager.
- Ensure that the program complies with the PYB Policies and Procedures, city and state regulations, and best practices
- Supervise and set schedule for staff working at assigned sites

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- Ensure completion and accuracy of timesheets
- Perform other duties as assigned

## Desired Competencies and Dispositions

- 21+ years old and high school diploma or equivalent required
- Experience supervising and managing sport-based youth development programs
- Enthusiasm and dedication to improving the lives of youth and families
- Conflict resolution and problem-solving skills
- Positive communication skills
- Friendly, courteous manner
- Commitment to on-going growth and professional development
- Ability to uphold, promote, and model youth development principles
- Experience managing/ supervising staff members
- Access to your own vehicle and ability to drive between assigned sites as needed

## Training

In early June, PYB will host a series of training sessions. Attendance is mandatory.

All summer staff members must possess or obtain necessary state and federal clearances prior to engaging in any hands-on activities

## Compensation

This position will include wages of \$18-\$24/hour commensurate with experience for up to 40 hours/week for 6-8 weeks beginning in June of 2021.

## To apply

Applications will be reviewed on a rolling basis with priority given to early-applicants. Applicants should email a cover note and resume to the attention of:

Philadelphia Youth Basketball, Inc.  
Office of Human Resources

[employment@phillyyouthbasketball.org](mailto:employment@phillyyouthbasketball.org)

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