



55 Gordon Street. Suite 2A
Whitby, Ontario L1N 0J2
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www.basketball.on.ca

JOB DESCRIPTION: COORDINATOR, OBL OPERATIONS

RESPONSIBILITIES

- Procurement of OBL program materials (ie; basketballs, scorebooks, signage, etc.).
- Assist Senior Manager, OBL with facility bookings.
- Provide leadership and strategic direction for all Ontario Basketball League registration and database.
 - Maintain and manage the Ontario Basketball League registration processes.
 - Responsible for annual set-up and administrative requirements for OBL registration.
 - Manage refund requests from coaches and/or club administrators.
 - Assist membership (coaches and/or club administrator) to ensure integrity of registration and records.
 - Work collaboratively with Membership Services staff to identify and address any potential registration and administration issues.
- Work collaboratively with Manager, Business Development & Partnerships to ensure all Corporate Partnership deliverables are met related to OBL & Championship weekends (ie; signage).
- Assist in the creation and coordination of the insurance certificate process.
- Responsible for the communication of game schedules and game time and/or location changes to Ontario Basketball League local game officials board(s).
- Provide weekend support for Ontario Basketball League hosts regarding rules, scheduling, and overall concerns.
- Provide on-site presence and event management at select OBA events including, but not limited to Championship weekends, OBLX, and OBL All-Star weekend.

SKILLS & QUALIFICATIONS

- A university degree or college diploma in Sport Administration, Sport Management, or Communications, or equivalent work experience.
- Experience in sport or sport-related background is an asset.
- Excellent verbal and written communication skills.
- Digital proficiency, including but not limited to knowledge of Microsoft Office, Google Workspace (Sheets, Docs, Slides).
- Marketing and/or social media management experience is an asset.
- Experience with website management (WordPress), scheduling software, and/or Adobe Creative Suite is an asset.
- Be able to work independently and maintain tight schedules and flexible hours (including some evenings and weekends) in a dynamic and service-oriented team environment.
- Be able to multitask and prioritize in a fast-paced environment and to meet critical deadlines.
- Strong organizational and interpersonal skills – Past customer service experience is an asset.
- Flexible to work evenings and/or weekends when necessary.

Application Process: Interested applicants should send their cover letter and resume to Emily Acton, Senior Manager, Business Operations (eacton@basketball.on.ca).

Application Deadline: Monday, May 8, 2023 at 11:59PM EST.

Ontario Basketball is an equal opportunity employer. Ontario Basketball is pleased to accommodate individual needs. If you require accommodation at any point throughout the recruitment or selection process, please contact Dave Stockton, Executive Director, at dstockton@basketball.on.ca. We thank all applicants for their interest, however, only those selected for an interview will be contacted.

About Ontario Basketball

Ontario Basketball is the sport governing body for basketball in the province of Ontario. Ontario Basketball was incorporated as a not-for-profit organization in 1977, but its history dates back to over 80 years ago. Ontario Basketball represents amateur basketball interests in the province and oversees basketball development through the provision of programs and services aimed at meeting the needs of the evolving provincial, national and global basketball landscape. For more information, visit www.basketball.on.ca.