

**KINGSWOOD UNITED METHODIST CHURCH  
DUNWOODY, GA**

**Job Description  
Director of Basketball**

Kingswood United Methodist Church (KUMC) requires that all staff be of the Christian faith and act in accordance with the Book of Discipline, to ensure a commitment to the mission of the United Methodist Church, which is "To make disciples of Jesus Christ for the transformation of the world."

The Director of Basketball will serve as the representative of the basketball program for Kingswood United Methodist Church. They will actively oversee the day to day duties of running the church league while providing exceptional Christian representation for KUMC and become an intricate component of the Sports & Fitness program. A background in Sports leadership is desired.

**Reporting Structure**

The Director of Basketball will report directly to the Senior Pastor. This role will also have administrative reporting accountability to the Sports and Fitness Committee, SPR, Church Council, Finance, and Trustee Committees. The basis of this job is professional, 1099 and part-time annually from August to February.

**Primary Duties and Responsibilities for this role will include but are not be limited to:**

**Registration:**

- Determine registration information (dates, pricing, ages) and send to Church Administrator.
- Verify registration on website.
- Create advertising materials for bulletin, banners, signs & flyers.

**Scheduling:**

- Send tentative practice /game schedule to Church Administrator to block off calendar.
- Coordinate with other church league leaders to determine scheduling requirements.
- Compile teams and rosters after all registration has been completed.
- Develop team practice schedules and ensure proper authorized building access.
- Finalize game schedules with league personnel.
- Communicate with teams, coaches, parents, and KUMC regarding scheduling dates, times & locations any team changes as needed.

**Program:**

- Procure and secure all equipment required for season.
- Order jersey and any recognition items.
- Secure volunteer coaches for all teams.
- Ensure all coaches have completed KUMC's Safe Sanctuaries training and understand and agree to abide by all league rules and regulations.
- Ensure required background check on all basketball personnel has been successfully completed.
- Secure personnel for timekeeper, score bookkeeper, referees and other personnel as need for games.
- Be actively onsite to oversee games to ensure all rules and regulations are abided by and manage any issues that may arise.

Any candidate selected for hire will be subject to a background check; continued employment will be based on successful screening results.

This position involves regular ambulating, sitting, hearing, and talking. May occasionally involve stooping, kneeling, or crouching, as well as close vision, color vision, depth perception, and focus adjustment. Involves the ability to produce professional written communication. May need to require moving or lifting items less than 50 pounds.

Contact: Kathryn Carlino (katcarlino@comcast.net)