



JOIN THE IYBL TEAM

## GAME DAY ADMIN ASSOCIATE

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### About Ballin' By Da Beach & IYBL

The Island Youth Basketball League (IYBL) is operated by Ballin' By Da Beach (BBDB). BBDB exists to help young people develop through sports, guided by our core values: Work. Endure. Believe. Aspire. Learn. Live. Love. (We BALLL).

**The IYBL is a development-first league, where every child, regardless of skill level, has the chance to grow, belong, and thrive. All team members, coaches, and volunteers are expected to:**

- Support and uphold the IYBL mission and values.
- Follow league rules, regulations, and safety protocols.
- Model positivity, professionalism, and care in every interaction with players, parents, and the community.

### IYBL Core Values:

**Access** – Every island. Every player. No barriers.

**Joy** – Basketball should feel like fun, not pressure.

**Character** – We use the game to shape strong, respectful young people.

**Growth** – Everyone starts somewhere. We focus on progress over perfection.

**Community** – Players, parents, coaches, and supporters all make this work.

**Belonging** – Every player matters. Every voice is valued.

**Island Pride** – We wear our culture with confidence, on and off the court .

### Contact

iybl@ballinbydabeach.com

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### Island Youth Basketball League (IYBL)

Operated by Ballin' By Da Beach (BBDB)

#### Purpose

Support smooth game-day operations by managing player registration, check-in, and basic administrative duties, while also assisting with clocks and scoreboards during games.

#### Reports to

League Coordinator

#### Supervises

N/A (works collaboratively with League Director, coaches, referees, concessions, and operations team members)

#### Key Responsibilities

- Manage registration and check-in tables for players, coaches, and families.
- Provide clear information and assistance to parents, players, and volunteers.
- Operate clocks and scoreboards during games.
- Assist with maintaining basic records (attendance, forms, incident reports).
- Support game-day logistics as directed by the League Coordinator.
- Help with setup and breakdown of registration and admin stations.
- Perform other duties as assigned.

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### Skills & Qualifications

- Reliable and organized, with attention to detail.
- Comfortable using scoreboards/timers (training provided).
- Strong communication and customer service skills.
- Basic computer or record-keeping skills a plus.

### Characteristics

- Friendly, approachable, and professional with families.
- Team player with a positive attitude.
- Responsible and trustworthy.

### Position Details

- **Position Type:** Part-time, seasonal, temporary.
- **Commitment:** Fall Jamboree (Oct 9–13, 2025) and Winter/Spring Leagues (Saturdays).
- **Location:** Sir Kendal Isaacs Gymnasium, Nassau (with possible Family Island activations).

### Safeguarding & Compliance

- Must complete a background check and child protection orientation.
- Must follow all IYBL safety, health, and safeguarding protocols.

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