

JOIN THE IYBL TEAM

GAME DAY ADMINISTRATION ASSOCIATE | 16+



About Ballin' By Da Beach & IYBL

The Island Youth Basketball League (IYBL), operated by Ballin' By Da Beach, creates structured youth basketball experiences where children can play, grow, and thrive.

IYBL combines **skill development, team practice, and game play** to help young people grow as players and as people. Our approach is development first, inclusive, age appropriate, and centered on creating positive experiences for every child.

All IYBL team members are expected to:

- Support the IYBL mission, PLAY framework, and values
- Create a safe, welcoming, and positive environment for children and families
- Follow league policies, schedules, safety procedures, and safeguarding requirements
- Communicate respectfully and professionally
- Help every player feel valued, supported, and able to grow

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.

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Contact

iybl@ballinbydabeach.com

PLAY. GROW. THRIVE.

Purpose

Serve as one of the welcoming faces of IYBL while helping manage check in, family support, records, clocks, scoreboards, and other administrative needs that keep league days organized.

Reports to

League Coordinator

Supervises

None

Key Responsibilities

- Welcome players, parents, coaches, and visitors
- Assist with player and coach check in
- Answer basic parent questions and direct families to the appropriate area or team member
- Help communicate schedules, division times, locations, and general league information
- Maintain attendance and other assigned game day records
- Operate clocks and scoreboards when assigned
- Assist with registration related matters and forms
- Maintain an organized administration and check in area
- Help families navigate the IYBL game day experience
- Escalate complaints, incidents, medical issues, or complex concerns to the League Coordinator
- Assist with setup and breakdown of administration stations
- Perform other duties as assigned

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Skills & Qualifications

- Strong communication and people skills
- Reliable and organized
- Comfortable working with children and families
- Basic technology and record keeping ability
- Scoreboard and clock training will be provided

Characteristics

- Friendly and welcoming
- Patient
- Professional
- Responsible
- Organized
- Calm under pressure

Position Details

Position Type: Seasonal, part time

Age Requirement: 16+

Commitment: Scheduled league days and jamborees

Location: Nassau

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