

**Virginia Neptunes Basketball Club**

**Job Description**

**Title: Facility Coordinator**

**Date: July 1, 2023**

**Reports To: General Manager & Assistant GM**

**Job Description: A commitment to Professional Excellence:** The most important requirement of any member of the Virginia Neptunes Basketball Operation is a simple one: a total commitment to professionalism. Facilities Coordinator will oversee building and equipment maintenance. The duties include scheduling preventative maintenance tasks, game day floor preparation, attend to maintenance emergencies, and testing building security systems. They may also be required to determine equipment and supply needs for the practice & game facility

**Primary Responsibilities:**

- Conduct all necessary actions to the Neptune Basketball Team Operations
- Basketball Game Day Operations
- Prepare floor for TTBL game regulations
- Prepare & Clean Locker Rooms
- Open facility 90 minutes prior all Scheduled Activity
- Coordinate with the Assistant GM and Head Coach for the use of athletic facilities in season.
- Coordinate daily with the Assistant GM & Head Coach regarding schedule changes
- Identify problems before they detrimental to the daily operations of the business of basketball.
- Plan, develop, and organize facility use for Neptune Training Camp
- Maintain notification and contact on a frequent basis by phone or e-mail.

**Game Day**

- Prepare the home and visitor locker rooms
- Floor setup, Clock setup, Hospitality Room setup

**Communication**

- Maintain contact with the Assistant GM & Head Coach on a regular basis by phone or e-mail, etc.
- Provide information to the Marketing Team concerning hospitality room setup schedule.

**Knowledge, Skills, Abilities:**

- An understanding of the business of “Sports”
- Knowledge of all TTBL facility requirements and bylaws

**Credentials and Experience**

- High School Diploma

\_\_\_\_\_ Employee Initials

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