



## ***2024 - National Youth Christian Sports Association***



***State & Regional – Employment Descriptions***

***“The Ultimate Basketball League for Kids”***

***The following Positions are available in each Region***

***State Director***

***State Administrator***

***Executive - Regional Director***

***Regional – Compliance Administrator***

***Regional - Basketball Administrator***

***Regional - Cheerleader Administrator***

***Regional – Fund Raising Administrator***

***Regional – Security Administrator***

***Regional – Administrator***



***- The Positions -***



*The **State Director** is responsible for the entire basketball and cheerleading operation in their respective state. The Director will oversee more than 25,000 players and over 2,000 coaches statewide. The State Director has to have a great understanding of game and have the ability to connect with all of the Executive Directors around the state! You need to love basketball.*



**- State Director -**

## **- State Director -**

- 1. Responsible for the basketball and cheerleading programs statewide**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Have an understanding of the youth travel ball landscape is preferred, but not necessary**
- 4. Have a love for the game of basketball is a must! Must have the ability to travel within their respective state when needed.**
- 5. This is a part time position, so having other employment is suggested**
- 6. High school diploma is needed to apply for this position**
- 7. Helping the NYCSA gain access to a gym facility a plus, but not limited to applying**
- 8. Will oversee the state rankings for the entire state. Will certify all State Champions.**
- 9. Must be able to pass a law enforcement background screening if selected for this position**
- 10. Report directly to the NYCSA – Chief Operations Officer / Regional Operations**

### **2024 – Season salary**

**65,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**



*The **State Administrator** will oversee the state's administrative process, coaches certification records, players' eligibility, and team compliance. The Administrator will also work closely with all the Regional Administrators to ensure the NYCSA is running smoothly at the state level. The State Administrator will over see the State Tournament.*



**- State Administrator -**

## **- State Administrator -**

- 1. Will assist with the basketball and cheerleading programs statewide*
- 2. Strong written, verbal, & computer communication skills preferred*
- 3. Have an understanding of the youth travel ball landscape is preferred, but not necessary*
- 4. Have a love for the game of basketball is a must! Must have the ability to travel within their respective state when needed.*
- 5. This is a part time position, so having other employment is suggested*
- 6. High school diploma is needed to apply for this position*
- 7. Responsible for handling all the players, coaches, and administrators certifications*
- 8. Will oversee the State Tournament in their respective state.*
- 9. Must be able to pass a law enforcement background screening if selected for this position*
- 10. Report directly to the NYCSA – State Director*

### **2024 – Season salary**

*\$45,000 per year - (Part Time position) / (March – June)*



## **- The Qualifications -**



*The **Executive Regional Director** must have strong communication skills and has to be able to pass on and create information for the school's program administrators. The Regional Director will oversee the entire region, which consist of over (3,000) players and coaches!*



**- Executive Regional Director -**

## **- Executive Regional Director -**

- 1. Oversee the entire regions basketball & cheerleading operations**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Have an understanding of the youth travel ball landscape is preferred, but not necessary**
- 4. Have a love for the game of basketball is a must! Must have the ability to work some evening and weekends when needed**
- 5. This is a part time position, so having other employment is suggested**
- 6. High school diploma is needed to apply for this position**
- 7. Helping the NYCSA gain access to a gym facility a plus, but not limited to applying**
- 8. Youth, Middle and High Coaches, and Parents that live in their respective city are welcome and encourage to apply.**
- 9. Must be able to pass a law enforcement background screening if selected for this position**
- 10. Report directly to the NYCSA – State Director**

**2024 – Season salary**

**15,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**





*The **Regional – Compliance Administrator** will be responsible for game rules in their respective region. The Administrator will also oversee the assignment for all game officials at the regional level, along with training of all franchise directors on game day rules.*



**- Team Compliance & Officials -**

## **- Regional – Compliance Administrator -**

- 1. Ability to maintain and engage in an extremely high level of customer service**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Responsible for interpreting the league rules at the regional level**
- 4. Will oversee the game officials at the regional level**
- 5. Will a major part in coaches certification process**
- 6. High school diploma is needed to apply for this position**
- . This a part – time position, regular employment is suggested**
- 8. Responsible for establishing a official program to recruit new officials**
- 9. Will work closely with all Regional leaders. Second most important team member in the region**
- 10. Report Directly to the Executive Regional Director**

### **2024 – Season salary**

**10,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**



*The **Regional Administrator – Basketball Operations** must have strong communication skills and has to be able to pass on information to the coaches about the NYCSA organization. Coaches of each community should be able to enjoy the experience of league along with their players, as each program will offer Basketball teams. This person is vital to NYCSA league and the local level.*



**- Basketball Administrator -**

## **- Regional Administrator / Basketball Operations -**

- 1. Ability to maintain and engage in an extremely high level of customer service**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Have an understanding of the youth travel ball landscape is preferred, but not necessary**
- 4. Have a love for the game of basketball is a must! Must have the ability to work some evening and weekends when needed**
- 5. This is a part time position, so having other employment is suggested**
- 6. High school diploma is needed to apply for this position**
- 7. Will oversee and help all Basketball Coaches within the region with registration**
- 8. Responsible for setting up certification & training classes for all coaches**
- 9. Will oversee end of the season tournament play for the league**
- 10. Report directly to the Executive Regional Director**

### **2024 – Season salary**

**7,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**



*The **Regional Administrator – Cheerleading Operations** must have strong communication skills and has to be able to pass on information to the coaches about the NYCSA organization. Coaches of each community should be able to enjoy the experience of league along with their players, as each program will offer Cheerleading teams. This person is vital to NYCSA league and the local level.*



**- Cheerleaders' Administrator -**

## **- Regional Director / Cheerleading Operations -**

- 1. Ability to maintain and engage in an extremely high level of customer service**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Have an understanding of the youth travel ball landscape is preferred, but not necessary**
- 4. Have a love for the game of basketball is a must! Must have the ability to work some evening and weekends when needed**
- 5. This is a part time position, so having other employment is suggested**
- 6. High school diploma is needed to apply for this position**
- 7. Will oversee and help all Cheerleading Coaches within the region with registration**
- 8. Responsible for setting up certification & training classes for all cheer coaches**
- 9. Will oversee end of the cheerleading competition play for the league**
- 10. Report directly to the Executive Regional Director**

### **2024 – Season salary**

**7,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**



*Passion for the game! **The Fund Raising Administrator** must have a great love for the game and helping kids enjoy the sport they love! The Director must bring fun and commitment to the program that will set the tone for the entire organization in their respective region! Helping players raise monies for their registration is the goal.*



**- Fund Raising Administrator -**

## **- Regional – Fund Raising Administrator -**

- 1. Ability to maintain and engage in an extremely high level of customer service**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Responsible for all raffle tickets in the region**
- 4. Will oversee the region's raffle process, along with the Executive – Regional Director**
- 5. This is a part time position, so having other employment is suggested**
- 6. High school diploma is needed to apply for this position**
- 7. Will notify the winners of all raffle prizes**
- 8. Responsible for setting up ticket distribution of raffle tickets for all teams in the region**
- 9. Will work closely with the Franchise Booster Club Administrator streamline the process**
- 10. Report directly to the Executive Regional Director**

### **2024 – Season salary**

**7,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**





*The **Security Administrator** will be responsible for putting together a security plan for all franchises within the region. Security is a vital part of NYCSA and our goal is to protect all of our players, coaches, and parents on game day!*



***- Security Administrator -***

## **- Regional – Security Administrator -**

- 1. Ability to maintain and engage in an extremely high level of customer service**
- 2. Strong written, verbal, & computer communication skills preferred**
- 3. Responsible for interpreting a security plan for all game site**
- 4. Will oversee and deliver all security reports to the league Chief Security Officer**
- 5. Will a major part in coaches certification process**
- 6. High school diploma is needed to apply for this position**
- . This a part – time position, regular employment is suggested**
- 8. Responsible for handling all security breaches at the regional level**
- 9. Will work closely with all Regional leaders. Second most important team member in the region**
- 10. Report Directly to the Executive Regional Director**

### **2024 – Season salary**

**7,000 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**



*The **Regional Administrator** will oversee the regional teams and players' registration, team compliance & league rules, and be responsible for the distributing of teams' schedules. The Regional Administrator will also coordinate teams travel logistics for tournament play!*



**- Regional Administrator -**

## **- Regional Administrator -**

- 1. *Oversee all of the team registration in the region***
- 2. *Strong written, verbal, & computer communication skills preferred***
- 3. *Responsible for issuing coaches badges within the region***
- 4. *Have a love for the game of basketball is a must! Must have the ability to work some evening and weekends when needed***
- 5. *This is a part time position, so having other employment is suggested***
- 6. *High school diploma is needed to apply for this position***
- 7. *Responsible for overseeing payroll for game officials and site team members at all facilities***
- 8. *Youth, Middle and High Coaches, and Parents that live in their respective city are welcome and encourage to apply.***
- 9. *Must be able to pass a law enforcement background screening if selected for this position***
- 10. *Report directly to the Executive – Regional Director***

### **2024 – Season salary**

**5,600 per year - (Part Time position) / (March – June)**



## **- The Qualifications -**