



Position: Coordinator, Basketball Operations
Reports to: Manager, Business Operations & Head Coach
Location: Thorold, Ontario; some travel to away games
Length of Contract: May 2026-August 2026, part time

Responsibilities: (Including, but not limited to)

- Assist in the coordination and execution of the weekly team schedule including practices, travel, community events, team meetings and player appointments
- Support away game travel logistics including confirming transportation, distributing itineraries, and assisting with shootaround and film room coordination
- Assist with planning and coordination of team meals
- Support player accommodations including pre-season set up and post-season move out
- Coordinate and assist with player transportation for arrivals, departures, and team-related activities
- Lead the inventorying, distribution, packing, and care of team equipment and uniforms
- Assist Coaching Staff at team practices
- Set up and tear down bench areas and locker rooms on game days
- Support and help oversee Basketball Operations interns
- Complete additional duties as assigned by the Manager of Business Operations or Head Coach

Qualifications:

- Educational background studying sport management or in a related field
- Experience working in basketball or sport operations is considered an asset
- Valid G or G2 Driver's License required

Required Skills:

- Highly motivated with a strong work ethic
- Ability to thrive in a fast-paced, team-oriented environment
- Strong organizational and time management skills
- High attention to detail
- Ability to work independently while supporting a collaborative staff structure
- Strong communication skills and professionalism when interacting with players, coaches, and partners

Availability:

- Must be available for all game days during the 2026 Season
- Day, evening and weekend work will be frequently required
- Must be willing and able to travel to away games

We thank all applicants, however only those who are selected for an interview will be contacted. Please forward your resume to jobs@riverlions.ca with the subject line "Basketball Operations Coordinator"

