

# Team Operations Assistant (Basketball)

## Position Overview

The Team Operations Assistant supports the day-to-day execution of basketball operations throughout the CEBL season. This is a hands-on, behind-the-scenes role that helps ensure practices and home games are executed efficiently, professionally, and to league standards.

This position provides exposure across all areas of basketball operations and serves as a strong foundation for a career in professional sports. The Assistant will be based in Winnipeg and will not travel with the team.

## Term & Time Commitment

- **Season:** Late April to mid-August (2026 CEBL season)
- **Hours:** Variable; primarily daytime practices with evenings and weekends required for home games
- **Game Commitment:**
  - Mandatory availability for all home games
  - No travel required
- **Compensation:** Honorarium or School Credit

## Role Expectations (Read This First)

This is not a desk-based internship. This is a **hands-on, execution-focused role** that requires reliability, attention to detail, and a willingness to do the behind-the-scenes work that makes a professional team run.

## Key Responsibilities

### Practice Operations

- Set up and tear down court and practice equipment daily
- Prepare water, towels, jerseys, and all practice gear
- Operate practice clock and assist coaching staff as needed
- Film practices and support video capture requirements
- Manage post-practice laundry and equipment reset
- Ensure facility cleanliness and organization before and after each session

### Home Game Operations

- Set up home and visiting locker rooms to professional standards
- Prepare benches, courtside areas, and game equipment
- Organize and distribute jerseys and player gear
- Assist with game recording and basketball operations needs
- Execute post-game breakdown, laundry, and reset
- Support seamless delivery of all basketball-related game operations

## Equipment & Inventory Management

- Maintain organization of all team equipment and storage areas
- Track, restock, and manage inventory levels
- Ensure a consistent, professional environment across all basketball spaces

## What We're Looking For

- Highly reliable and punctual
- Detail-oriented with strong organizational habits
- Comfortable with physical, repetitive, and fast-paced tasks
- Proactive mindset — able to anticipate needs without being asked
- Strong communicator with a team-first attitude
- Willingness to work long and irregular hours during peak periods
- Genuine interest in basketball operations and professional sports

*Previous experience in sports or event operations is an asset, but attitude and work ethic are the priority.*

## What You'll Gain

- Direct, hands-on experience within a professional basketball organization
- Exposure to daily operations of a CEBL team
- Mentorship from Basketball Operations leadership
- A clear, realistic understanding of careers in professional sports

## Role Structure & Expectations

This position is a **support role within Basketball Operations**, working directly under the Team Manager (Basketball Operations).

The Team Operations Assistant is responsible for executing many of the day-to-day operational tasks that allow the Team Manager and coaching staff to focus on higher-level responsibilities.

This role is intentionally **detail-heavy and execution-focused**, and will involve a high volume of behind-the-scenes work that is critical to the team's success but not always visible.

Candidates should be comfortable taking direction, handling routine responsibilities with consistency, and contributing to a professional environment through reliability and work ethic.

This position is best suited for individuals who want to **build a career in professional sports by starting with the fundamentals and earning responsibility over time.**