

SQUASH BC - SUMMER EMPLOYMENT 2023 SPORTS COORDINATOR

Canada Summer Jobs Program Opportunity

Squash BC is seeking an enthusiastic and organized individual to join our team this summer as our Sports Coordinator. The successful candidate will work directly under our Sport Development Manager and closely with our Executive Director to help grow, develop, and administer our programs and events.

This position is based primarily in our Vancouver, BC office. Squash BC offers a flexible/hybrid work environment, including the ability to work partially remote. Details on responsibilities, requirements, term, and compensation are located below.

Responsibilities

The Sports Coordinator will support Squash BC's program development and implementation, with an emphasis on our Strategic Plan-identified "Growth Initiative" programs. As well, the Sports Coordinator will actively support our competitive calendar by completing a variety of tasks needed to effectively put forth our tournaments and leagues.

The Sports Coordinator will work directly underneath our Sport Development Manager and have a close working relationship with our Executive Director. Specific tasks and responsibilities of this role include:

Program Development, Implementation, and Support

- Support our Program Coordinator and program-specific contractors in the management of key programs, such as Junior Pathway, Post-Secondary, High Performance, and Roving Ambassador
- Assist in the planning and development of new programs
- Complete administrative tasks and metric tracking for existing programs
- Support and help develop our Diversity and Inclusion focused programs
- Help gather and analyze feedback about our programs and events

Competitions Support

- Support tournaments and other competitions through managing our registration system
- Assist with the management and operation of our provincial ranking system

Digital Communications

- Communicate with program stakeholders through email
- Keep our website up-to-date in areas related to programs and competitions
- Write event recaps to post on our website and social media
- Contribute content to email newsletter and social media, as needed

Research

- Research program & competition efforts by similar organizations to provide recommendations & ideas
- Other research, including database analysis, as needed

Administrative

- Support the Squash BC Executive Director, Board, Committees, Staff, and Volunteers with additional administrative duties as needed

Requirements & Preferred Experience

Canada Summer Jobs Program Requirements

As this position is dependent on Squash BC receiving grant funding from the Canada Summer Jobs Program, the successful candidate must meet the requirements of that program:

- Must be between 15 and 30 years of age at the start of employment;
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Must be legally entitled to work in Canada in accordance with BC legislation and regulations.

Preferred Experience

- Some related post-secondary education or equivalent work experience
- Prior experience working or volunteering in a sport or recreation organization
- Strong organization and time management skills
- Strong communication skills
- Strong office software literacy, such as Microsoft Office or Google Workspace Suite
- Ability to work independently and as part of a team
- Although not required, prior experience with or knowledge of squash is considered an asset

Compensation & Term

- Rate of Pay: \$18.00 per hour
- Hours: 35 hours per week
- Term: June 5 - July 28, 2022 (8 Weeks)

Application Instructions

Interested candidates should submit an application, including cover letter and resume to Josh Heving, Squash BC Sport Development Manager by email at josh@squashbc.com by Thursday, May 18, 2023 at 5:00 PM. Applicants may be reviewed on a rolling basis prior to the closing date.

About Squash BC

Squash BC is the non-profit organization that provides leadership and direction for the growth and development of the sport of squash in BC. Committed to collaboration and community, Squash BC channels the intensity and passion for the sport into opportunities for squash players of today and tomorrow. Through driving awareness and advocacy inside and outside the squash court, Squash BC's goals are to provide leadership in promoting the sport, provide access to funding, and enable lasting connections for its members across the province in a focused effort to grow participation.