

SQUASH BC - EMPLOYMENT OPPORTUNITY COMPETITIONS COORDINATOR

Squash BC is seeking an enthusiastic and organized individual to join our team as the new Competitions Coordinator. The successful candidate will have an active and important role in the delivery and growth of Squash BC's tournament and league services.

This is a part-time contract position (15 - 22.5 hours per week) that offers a hybrid work arrangement that will be designed to fit our selected candidate. This could involve on-site work at our Vancouver, BC office, remote work, or a combination of both. The position is scheduled to commence in August 2023 and will continue until the end of April 2024 (8 - 9 Months), based on the selected candidate's availability.

Key Responsibilities

The Competitions Coordinator will support Squash BC's membership, tournament directors, volunteers in providing tournament and league services.

The Competitions Coordinator works directly under Squash BC's Sport Development Manager and has close working relationships with the rest of our team. Specific task and responsibilities of this role include:

Tournament & Event Services

- Promote Squash BC Tournament Services Packages to host facilities
- Perform Tournament Services including Pre-Event Participant Communications, Seeding and Draw Creation, Tournament Scheduling, etc.
- Provide tournament management system support to tournament directors
- Coordinate shipment of tournament equipment with tournament host facilities
- May be asked to serve as Tournament Director for some events

League Coordination & Support

- With Squash BC VSL Coordinator and Sport Development Manager, perform all administrative and promotional duties required to deliver the Vancouver Squash League, such as scheduling, communications, administration, marketing, and league support.
- Set-up Squash BC Sanctioned Leagues on the league software system
- Support other Squash BC Sanctioned Leagues, as needed

Competitive Calendar

- Support in administering Tournament Sanctioning process, including host applications, processing agreements and creating events on the tournament management system
- Update the Squash BC Calendar of Events as events are sanctioned
- Ensure Tournament Safe Sport Requirements are met
- Liaise with Squash Canada to ensure all administrative requirements are met for dual-sanctioned events

Provincial Championships

- Work with other Squash BC team members to deliver annual Provincial Championships, including BC Squash Championships, BC Junior Squash Championships, and others
- Support with event preparation for Provincial Championship events
- The successful candidate will have the opportunity to attend and work at Squash BC Provincial Championships, if interested

Administrative

- Support the Sport Development Manager in creating various Competition reports
- Manage the Squash BC Junior Pathway Point Systems (Silver Series & Squash Starters)
- Audit leagues and tournaments to ensure all participants are active Squash BC members
- Various additional duties, as assigned by the Squash BC team

Requirements & Preferred Experience

- Post-Secondary in Sport Management, Recreation, Kinesiology, or similar field
- Prior experience working in a sport organization (local, provincial, national)
- Strong understanding of individual sport program and competition structures (or willing to learn!)
- Strong organization, attention to detail, and time management skills
- Strong communication skills (email, phone, written, in-person)
- Software literacy (this role uses Google Workspace Suite, Wordpress, Slack, Trello)
- Experience working with tournament and/or league management software
- Strong teamwork and collaboration skills
- Knowledge of British Columbia's provincial sport landscape
- Passion for the growth and development of sport at a provincial level
- Knowledge of or experience in squash is not required, but would be considered an asset

Schedule

The Competitions Coordinator is a part-time contract position (15-22.5 hours per week) that offers a hybrid work arrangement, involving both on-site work at our Vancouver, BC office and remote work. The position is scheduled to commence in August and will continue until the end of April, based on the selected candidate's availability.

Compensation

The Competitions Coordinator will receive compensation ranging from \$18 to \$22 per hour, depending on level of experience and qualifications.

Why work at Squash BC

- Be a part of a small but growing team with a shared mission of developing squash
- Mentorship and career development opportunities
- Hybrid work environment
- Team social activities, including Staff Squash Days and other events

Application Instructions

Interested candidates should submit an application, including resume and cover letter, to Josh Heuving, Squash BC Sport Development Manager by email to josh@squashbc.com by **July 28th, 2023 at 3:00 PM**.

Please note that applicants will be reviewed and interviewed on a rolling basis until the position is filled, so candidates are encouraged to apply sooner than the deadline above. While we thank all candidates for their interest, only those selected for an interview will be contacted.

About Squash BC

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in BC. 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.

For more information about Squash BC, visit squashbc.com.