
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 (18 - 25 hours per week) that offers a hybrid work arrangement that will be designed to fit our selected candidate and the needs of the role. This position is based primarily in our Vancouver, BC office. Squash BC offers a flexible/hybrid work environment, including the ability to work partially remotely. The position is scheduled to commence at the beginning of August 2024 and will continue until May 2025 (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 tasks and responsibilities of this role include:

League Coordination & Support

- With the Sport Development Manager, perform all administrative and promotional duties required to deliver Squash BC's leagues, such as scheduling, communications, administration, marketing, and league support
- Support with league newsletters and regular communications
- Coordinate, support, and liaise with all league advisory committees
- Set-up Squash BC Sanctioned Leagues on the league software system
- Support other Squash BC Sanctioned Leagues, as needed

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

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 plan and deliver annual Provincial Championships, including BC Squash Championships, BC Junior Squash Championships, and others. This will require on-site work during select events.

Administrative

- Support the Sport Development Manager in creating various Competition reports
- Manage the Squash BC Junior Pathway Silver Series Point Systems
- 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 education in Sport Management, Recreation, Business, or similar field
- Prior experience working in a sport organization (club, local, provincial, national)
- 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, Mailchimp)
- Experience working with tournament and/or league management software
- Strong teamwork and collaboration skills
- Strong understanding of sport programs and competitions (or willing to learn!)
- 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 (18-25 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 2024 and will continue until May 2025, based on the selected candidate's availability.

Compensation

The Competitions Coordinator will receive compensation ranging from \$19-22 per hour, depending on the 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 a resume and cover letter, to Josh Heuvig, Squash BC Sport Development Manager by email to careers@squashbc.com by **July 3rd, 2024 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 leads the growth and development of the sport of squash across British Columbia. 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 delivering programs and driving awareness inside and outside the squash court, Squash BC's goals are to grow and promote our sport, service and engage our community, and strengthen our infrastructure throughout BC.

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