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## **SQUASH BC - EMPLOYMENT OPPORTUNITY**

### **Community Initiative Coordinator**

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

This is a full-time fixed-term contract position (37.5 hours per week) that will contain approximately 30% of the hours of coaching and 70% of the hours of program development and coordination. This position will operate in a hybrid work environment between our Vancouver office, club facilities and the ability to work partially remotely. The position is scheduled to commence in November 2024 and will continue until November 2025 (12 Months), based on the selected candidate's availability.

#### **Key Responsibilities**

This role will support Squash BC's Sport Development Manager with program development and implementation, focusing on the organization's "Growth Initiative" programs, including but not limited to supporting the Squash in Schools, Junior Pathway, Women in Squash and Post-Secondary programs.

The Community Initiative Coordinator reports to the Sport Development Manager and has close working relationships with the rest of our team. Specific tasks and responsibilities of this role include:

#### ***Program Development, Implementation, and Support***

- Coordinate the Squash in Schools program from beginning to end
- Support the coordination of Squash BC Junior Pathway Programs
- Support with lesson plan development for the Squash in Schools program expansion
- Support with the development of Squash BC's Tools & Resources for facilities, coaches and players
- Liaise with Delivery Partners (coaches and schools) and other stakeholders to ensure programs operate with adherence to Squash BC's quality standards

#### ***Program Communication***

- Effectively communicate with program participants, delivery partners, and other stakeholders
- Support Squash BC Marketing Coordinator to effectively promote programs across Squash BC's marketing and communications channels
- Support the Squash BC team with program newsletters and regular communications
- Promote other Squash BC programs and events to program participants

## ***Administrative***

- Support the Sport Development Manager in creating various Program reports
- Coordinate Squash in Schools Instructors schedules for Squash in Schools Program
- Manage inventory of program equipment, souvenirs, and other items
- Various additional duties, as assigned by the Squash BC team

## ***Coaching***

- Lead the delivery of Squash in Schools, Post-Secondary, Women in Squash, and Junior Pathway programs
- Coach and deliver Squash BC Junior Pathway events at various facilities
- Supervise up to 30 students at a time during Squash in Schools program (classroom or phys-ed teacher will be present during the programs)
- Promote the benefits of squash and physical activities
- Promote and abide by a Safe Sport Environment in all program activities, ensuring the safety and welfare of participants
- Provide mentorship and support to other program coaches and instructors

## ***Provincial Championships***

- Support the Squash BC team with the delivery of annual Provincial Championships, including BC Squash Championships, BC Junior Squash Championships, and others. This will require on-site work during select events over the weekend.

## **Requirements & Preferred Experience**

- Post-Secondary education in Sport Management, Recreation, Business, or similar field is considered an asset
  - Squash Canada Coaching Foundations certification or higher, or willingness and ability to complete at the first available opportunity from Squash BC.
  - Aged 18 years of age or older
  - Experience instructing/coaching youth sport or recreation programs
  - 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)
  - Strong teamwork and collaboration skills
  - Meet all [Squash BC Safe Sport Requirements](#) for coaches before the start of the first session. Squash BC will reimburse selected candidates for any related expenses to meet requirements if not already achieved
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## Schedule

Hours of the position will change throughout the season depending on active programs and activities. This position will be mainly Monday to Friday from 9 AM to 4:30 PM, but will change depending on events and activities taking place during weekends and evenings throughout the season.

## Compensation

The Community Initiative Coordinator will receive compensation ranging from \$40,000 to \$55,000 annually, depending on the level of experience and qualifications. Mileage will be reimbursed for travel outside of the Vancouver area, if required.

## Why work at Squash BC

- Impactful Community Engagement- Directly contribute to the growth of inclusive grassroots participation.
- Collaborative Environment- Join a passionate and dynamic team working together to promote squash at all levels.
- Professional Growth- with opportunities for career development, you'll build your skills in project management, stakeholder engagement, and sport development
- Sport for All- Be part of an organization that promotes health and lifelong participation.

## 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](mailto:careers@squashbc.com) by **November 7, 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](http://squashbc.com).*