



SOFTBALL BC

Employment Opportunity

Position Title: *Community Sport Development Coordinator (2 Positions Available)*

Program: *Canada Summer Jobs*

Softball BC is seeking summer students to fill the position of Community Sport Development Coordinator. The position will be for 8 weeks. Softball BC is seeking an individual who is able to work with a team, as well as independently, and can engage with people easily with confidence. This position requires someone who is interested in community outreach, softball and getting children and youth active.

About Softball BC

The British Columbia Amateur Softball Association (Softball BC) is the governing body for softball in British Columbia. Established in 1948, Softball BC is a provincial sports organization, a registered non-profit society and is responsible for the administration, advancement and promotion of Softball throughout the province of British Columbia.

Softball BC works with local, regional, provincial and national Softball organizations and other sports organizations to create a safe, welcoming, fun environment for participants and to develop the sport at all levels and for all age groups.

Our Vision: *Softball for Everyone*

Purpose of the Community Sport Development Coordinator

This position participates in grassroots community promotional events, assists in the implementation and coordination of all of Softball BC's community programs including, but not limited to, Come Try It events, Olympic Day, Community Fairs and Festivals, Regional and Provincial Championships, Qualifiers and Canada Cup Events. The Community Sport Development Coordinator will work with Softball BC's Local Sports Organizations, community partners and organizers to prepare and deliver events. The Coordinator will attend community and club events to assist volunteers with promoting Softball in all areas. Working with Softball BC's sport partners, including viaSport and Sport BC, the Coordinator will also work to promote softball throughout the sport sector.

The Community Sports Development Coordinator reports to the Executive Director and will be mentored by the Administration Manager of Softball BC. The key area of this position is to support volunteers and associations to encourage children and youth to become more active and participate at stations and games at local events. This position will also be working with Softball BC's social media platforms and posting information frequently and will be responsible for promotional initiatives throughout the employment term.

Primary Responsibilities

1. Community Events
2. Social Media
3. Special Projects
4. Administration duties will also occur with this position, where the need rises

Essential Qualifications

- Resident of British Columbia
- Youth 18-30 years of age who may be returning to school in the Fall of 2022 or recent graduate
- Strong verbal and written communication skills
- Valid driver's license
- Must be available to work 37.5 hours per week
- Experience working with Microsoft Office and Outlook

Asset Qualifications

- Softball related experience in coaching, officiating or athlete participation
- Community recreation experience
- Experience with social media platforms such as Facebook, Twitter and Instagram
- Experience with Word Press website management would be an asset
- Experience in customer service or public relations
- Previous experience in event management
- An independent means of transportation is an asset

To Apply

Position Title: Community Sport Development Coordinator

- Number of Positions: 2
- Reports to: Executive Director of Softball BC
- Provincial Office Location: #201-8889 Walnut Grove Drive, Langley
- Hours of Work: 37.5 hours (full-time)
- Work Week: Varied – dependent on community events. Must be available to work evenings and weekends.
- Hourly Wage: \$17.20/hour
- Position advertisement date: May 10, 2022
- Closing Date: May 25, 2022
- Position Commencement date: Negotiable but not later than June 15, 2022.

To be considered for this opportunity, please address your cover letter, resume and any other related documentation, by email only, to:

Barry Petrachenko
Executive Director, Softball BC
executivedirector@softball.bc.ca

Softball BC appreciates the interest of all applicants, only those who are invited for an interview will be contacted.

Softball BC is committed to protecting children and creating safe environments for children and youth. The successful candidate must meet all requirements as set out in the Softball BC Screening Policy and will be subject to a Criminal Record Check.