

OPPORTUNITY! Cochrane Minor Basketball Association Seeks Part-Time Administrator May 11, 2022

Cochrane Minor Basketball Association is seeking a reliable, responsible, and community-minded individual for a part-time contract position as Administrator.

Employment Status: Independent Contractor

Hourly Rate: \$23/hour

Hours: Varies by season, average 15 hours per week (September and October up to 40 hours per week)

Work from home, set your own schedule

Contract for one year, renewable subject to performance

Term begins June 1st, 2022

Deadline to Apply, May 21, 2022

Criminal Record Check – Vulnerable Sector Required (if selected for position)

Duties and Responsibilities:

- Manage Team Ramp Registrations for up to 400 players (ages 7 to 17) from June to October
- Handle email and phone enquiries, pick up mail from post office
- Manage facility rentals and Rocky View Schools Gym Bookings
- Schedule and attend evaluations, oversee player check-in (September)
- Monitor payment of registration, uniform deposits and volunteer fees
- Finalize team rosters following evaluations, communicate with team managers, coaches and parents
- Manage equipment inventory (basketballs, bags, uniforms, first-aid kits)
- Schedule team practices (30 teams, one practice per week, October to March)
- Update Team Ramp with Game Schedules (October to March)
- Maintain and update website as required
- Manage CoMBA Social Media (Twitter, Facebook, Instagram)
- Work closely with volunteer Board to schedule monthly board meetings
- Attend board meetings and provide monthly administrative updates
- Support teams seeking to participate in Basketball Alberta Provincials (March)
- Liaise with Calgary Minor Basketball Association Staff to manage league games including paying team fees, handling invoices (year round)
- Liaise with Basketball Alberta to ensure compliance, ensure players register and pay insurance fee each season (June to October)
- Maintain good working relationships with local sporting organizations, facility managers and community, including Sport 4 Life, Spray Lakes Sawmills Family Sports Centre, Rockyview Schools, KidSport, JumpStart, etc. (year round - involves attending meetings on behalf of CoMBA)

Qualifications:

- 3 to 5 years of experience in an administrative position, preferably with a sports-focus
- Ability to manage and track expenses, manage registration account payments, manage invoices

- Experience working as an independent contractor is desirable
- Must be comfortable using email, internet-savvy and knowledgeable about social media
- Must have own laptop
- Familiarity with the basketball and sports community in Cochrane and area an asset
- Attention to detail, tact, diplomacy and sense of humour are welcome!
- Training will be provided

To Apply: Submit your CV and Cover Letter to cochraneminorbasketballassoc@gmail.com

About Us

Cochrane Minor Basketball Association (CoMBA) is a community-based, volunteer-run organization that provides opportunities for youth in the Cochrane area to have fun while learning basketball skills and enjoying team spirit. Our focus is on developing basic athletic skills and socializing youth to enjoy sport, fitness and enjoy a sense of community. We are a sanctioned member of Basketball Alberta.

Our teams participate in the Calgary Minor Basketball League (CMBA). Calgary Minor Basketball League is a tiered program so players of all skills and levels will find appropriate levels of competition. Games are played on Saturdays in Calgary at a variety of locations throughout the season.

We make an effort to keep all practices in the town of Cochrane at the available schools. Generally we try to schedule practices on Tuesdays and Thursday however that may change due to gym availability.

The CoMBA board consists of an Executive Committee (President, Vice-President, Treasurer and Secretary). The remaining board members assist with completing the other duties of the board such as Coach Coordinator, Volunteer Coordinator, Equipment Coordinator.

CoMBA has a contract administrator. His/her role is to support CMBA and the board in ensuring the basketball program runs more smoothly and efficiently. This person provides such functions as answering questions from interested parents and members, handling registrations, arranging practice times and gyms for teams, addressing concerns of coaches, and communicating with members.

For more information visit: <http://cochraneminorbasketball.com/>