



Employment Opportunity Programs & Championship Director

ORGANIZATION OVERVIEW

Softball BC is the governing body for softball in the province of British Columbia. Committed to providing leadership and development to participants throughout the province, we are a dynamic, forward-thinking organization. Our head office is located at 201-8889 Walnut Grove Drive in Langley, BC.

Established in 1948, Softball BC currently has over 15,000 playing members throughout the province. We are fully engaged in all disciplines of softball and provide opportunities for youth and adults through our programs from community based to high performance competitions. Softball BC values inclusiveness, diversity and equity through our Vision of Softball for Everyone.

ROLE SUMMARY

Reporting to the Executive Director, the Programs and Championship Director is responsible for planning and delivering player development programs, including the BC Games and Canada Summer Games. They lead the delivery of coach and umpire development programs and steward the successful delivery of district and provincial competitions as well as the participation of BC teams in the Western Canadian and Canadian Championships.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

The ideal candidate is passionate about the game and has a strong working knowledge of softball administration and delivery at all levels.

Specifically, you should have:

- Degree in Kinesiology, Sports Administration and/or related experience.
- 2 – 3 years of event management and program development experience preferred.
- 2 years of customer service and staff supervisory experience preferred.
- Knowledge and understanding of the National Coach Certification Program.
- Strong communication, relationship-building, and interpersonal skills.
- Highly organized and proactive with superb time management in a busy working environment.
- Ability to work both independently and in a team under stressful and high-pressure situations.
- Excellent problem-solving and conflict-resolution skills with the proven ability to lead others.
- Strong written and verbal communication skills with the ability to adapt to a fast-paced environment.
- Knowledge of Microsoft Office and strong computer skills.
- Completion and maintenance of clear Criminal Record Check is required.
- Long-Term Athlete Development (LTAD) and/or Physical Literacy training is considered an asset.
- Flexibility in work hours is essential as some evening and weekend work is required.
- Ability to travel within the province to events and meetings is required.



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JOB DETAILS

Location: Hybrid – work from home & Langley Office
Reporting to: Executive Director
Job Status: Permanent full-time 1.0 FTE (75 hours bi-weekly)
Compensation: Annual salary range is \$65,000 to \$75,000. Salary commensurate with experience, skills and qualifications. Comprehensive extended health care benefits with employer-matched RSP contribution plan.
Start Date: Negotiable. Preference is December 1, 2024.

TO APPLY

Please submit your cover letter and CV to executive.director@softball.bc.ca. Applications will be accepted until the role is filled. Preference will be given to candidates who submit their resume and cover letter before **5:00 pm Thursday, October 31st**, 2024. Only individuals chosen for an interview will be contacted.

Softball BC is proud to be an equal opportunity employer, committed to creating an inclusive workforce that reflects the diverse community we proudly serve. All applicants will receive consideration for employment without regard to race, colour, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, disability, or age. If you require any support or accommodations throughout any stage of the recruitment process, please advise the Executive Director at the email included in this post.



Programs & Championship Director Position Outline

POSITION SUMMARY

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KEY RESPONSIBILITIES:

Player Development

- Implementation of the Softball BC Long Term Athlete Development Program and the Softball Canada Long Term Athlete Matrix in order to meet strategic and operational plans objectives.
- Create and promote ethical and culturally diverse program guidelines that deliver a fun, inspirational, positive experience for all. Oversight and support of Learn to Play programming.
- Coordinate Team BC teams. Included travel arrangements, tryout schedule, player selection, overseeing team budget and ensuring full compliance with Softball BC policies and operating rules as they relate to each category.
- Work closely with all of the regions within the Aboriginal Partners Council to create softball programming that is effective for each area.
- Primary contact for the organization with the Canadian Sport Centers and Pacific Sport Network for registered athletes for our province.

Coach Development

- With the assistance of the Coaching Coordinator, organize all NCCP coaching clinics, including assigning facilitators, registration, ordering and shipping materials, working with the clinic host to ensure all criteria are met, and loading participant data in the NCCP database.
- Introduce and oversee both online and in-person training for registered and new coaches within Softball BC. Create awareness programs; educate coaches and other stakeholders on mandatory and optional in-person or online training opportunities. Take the lead on coaching conferences hosted by Softball BC within the framework of approved budgets and policies; arrange facilities, presenters and support staff to deliver the events successfully.
- Primary liaison to communicate and facilitate the administration of the mentoring and apprenticeship programs. The Director is the primary liaison with viaSport and ISPARC for their coach internship programs.
- Apply Softball BC's policies and procedures for the application of professional development points to third-party events.
- Staff liaison to the Coaching Development Committee. Manage administrative duties per the committee's terms of reference and communicate relevant information to members of this committee.
- Working with the Can Pitch Coordinator, manage the Can Pitch program in BC, by recruiting and training instructors, track activities as required by Softball Canada.



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Umpire Development

- Support the Provincial Umpire in Chief (PUIC) in developing tactics to recruit and retain umpires.
- Manage and facilitate umpire clinics. Liaise with the Member Services and Communications Manager to set up registration and promote the clinics. Provide analysis and results for government and NSO reporting. Coordinate with the Member Services and Communications Manager to deliver clinic materials. Oversee and approve expense claim forms and invoices related to umpire clinics.
- In collaboration with the PUIC, facilitate the participation of BC-appointed umpires at the Western Canadian and Canadian Championships.

District, Regional and Provincial Championships

- Oversee the planning and delivery of exceptional participant experiences at all Softball BC championships, from host assignments to final reports.
- Organize and carry out all administrative functions in support of hosts and Softball BC Representatives at events.
- Develop and maintain the championship host guidelines, including bid applications, hosting agreements and post-event evaluation tools.
- In consultation with the Finance & Office Manager, prepare orders for prizing, medals, balls, etc.

Western and Canadian Championships

- Primary liaison with the Western Canadian Softball Association and Softball Canada as it pertains to coordinating the participation of BC teams in all Western Canadian and Canadian Championships.

Human Resources

- Recruit volunteers and staff to serve on Task Groups, Work Groups and Committees.
- Recruits, hires, onboards, manages and evaluates the Coaching Coordinator, Can Pitch Coordinator, BC Summer Games Provincial Advisor and Team BC Coaching Staff.

General Administration

- Effectively manage budgets related to their portfolio and provide reconciliation to the Finance & Office Manager as necessary.
- As necessary, prepare appropriate data for internal reports and governing bodies (Softball BC, ViaSport, Sport Canada, Softball Canada, Sport BC and any other authorized body).
- Ensures that time-sensitive items are highlighted and brought to the Executive Director's attention or other appropriate staff. Follows through on critical or time-sensitive messages.
- Recruit volunteers and staff to serve on Task Groups, Work Groups and Committees.
- In conjunction with the Executive Director, administer and monitor all Safety and Risk Management Programs.
- Attend meetings as necessary, within the framework of the association's budgetary allowances. These may include, but are not limited to, coach developer meetings, AGM, Softball Canada coach developer meetings, CAC, ViaSport, and Softball Canada meetings.
- Other duties as assigned, from time to time, by the Executive Director.



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