



## **Provincial Program Coordinator**

32 hours/week

Up to 10 weeks

### **Job Description**

The Provincial Programs Coordinator reports to the Executive Director, and/or the President of Softball PEI

The Coordinator is responsible for administering and delivery of all programs and initiatives for youth in all three counties associated with Softball PEI

The Coordinator will consult with stakeholders that represent youth to determine their needs, and develop programs, activities, and events in response to those needs.

Responsibilities:

- Act as a Liaison for Softball PEI and the softball Community
- Planning, organizing, implementing and evaluating all programs, activities and events
- Communicate with the Associations on a regular basis to determine needs
- Coordinate sport demos at schools and daycares
- Assist in developing and delivering programs aimed for newcomers and aboriginal peoples
- Ensure coaches have adequate equipment, Timbits T-shirts and appropriate training
- Responsible for communications regarding the Timbits Softball program
- Assist with membership registration
- Enter/update membership data in the online database
- Maintain social media outlets up to date
- Post schedules to website/social media sites and update scores/standings.
- Responsible for coordinating, attending and assisting at several Softball PEI Provincial Championships
- Provide day to day operations in the office
- Other duties as identified and assigned.

Candidates must have a valid Driver's Licence, access to a reliable vehicle and returning to school in September 2022.

Resume and Cover Letters can be submitted via email to [softballpei@gmail.com](mailto:softballpei@gmail.com).

***Deadline to apply is June 23<sup>rd</sup>, at 5:00pm.***