



SOFTBALL BC, MEMBER BENEFITS AND COMMUNITY EVENTS ASSISTANT

In this role, you will assist Softball BC in facilitating community events and assist with administrative work in the office.

Position Type: Full-Time, maximum of 13 weeks as per the Canada Summer Jobs Program

Department: Community Events and Administration

Direct Supervisor: Executive Director

Application Closing Date: May 15, 2017

Anticipated Term: June 5, 2017 to August 4, with possibility of extension to August 25, 2017

Number of Positions Available: 1

If you are comfortable speaking in front of groups, committed to helping others and passionate about softball, then this role is for you!

Your responsibilities in this role include:

- Work in a team environment to ensure participants at community events have a positive experience.
- Assist in the creation of demos, games and drills for community events.
- Instruct/lead activities and demos with enthusiasm and adjust activities based on the skill and athletic level of participants at events.
- Have an upbeat, energetic and enthusiastic attitude at community events. Encourage people to come to the Softball BC tent and take part in activities.
- Demonstrate support to Softball BC volunteers at events. Typically young adults (16+) are volunteers at community events and it's important that they know who to report to and look to for guidance well at the event.
- Provide exceptional customer service at all times.
- Reports to the Executive Director providing updates on Community Events and information related to office tasks.
- Other tasks as required and assigned.

The skills and qualifications required for this role are:

- Currently enrolled in a secondary or post-secondary program that continues in the Fall of 2017. This is a requirement of the Canada Summer Jobs Program.
- Must be able to complete a successful Criminal Record Check.

The skills and qualifications enhancing your application could include:

- Excellent customer service and effective communication skills. Responsible and dependable.
- Personable and passionate about Softball.
- Ability and confidence to lead large groups and one on one activity with children and youth.
- Experience working with children in a sport camp or related setting as a volunteer or staff member.
- Flexibility with schedule as required. Must have reliable transportation.
- Office Skills: proficient with Microsoft Office and experience working with databases and/or online registration systems.
- Experience working with social media sites (Facebook, Twitter and Instagram) is a definite asset.

Work Hours:

- 37.5 hours per week, as per the Canada Summer Jobs Program.
- Minimum of 9 weeks and a maximum of 13 weeks with start date of June 5, 2017.
- Some weekends required. Will be scheduled in advance.
- Position will be a combination of community events and office shifts.

To apply for this position please submit your resume and cover letter to Rick Benson, Executive Director by email at rbenson@softball.bc.ca. Applications will also be accepted by mail or in person at: Softball BC, 201-8889 Walnut Grove Drive, Langley, BC, V1M 2N7. No phone calls please.