



## **Sport Development Manager (part time FTE.8)**

Post Date: June 8, 2020

Application Deadline: June 19, 2020 by midnight.

Position Start Date: July 15, 2020 or earlier if possible, however will depend on the availability of the successful candidate.

### **ABOUT SQUASH BC**

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in BC. Committed to collaboration and community, Squash BC channels the intensity and passion for the sport into opportunities for squash players of today and tomorrow. Through driving awareness and advocacy inside and outside the squash court, Squash BC's goals are to provide leadership in promoting the sport, provide access to funding and enabling lasting connections for its members across the province.

Position is based in Vancouver, BC in a small office. Squash BC offers a flexible work environment including some flexibility to work outside the Squash BC office as well as work flexible hours.

### **POSITION SUMMARY**

The Sport Development Manager (SDM) is responsible for delivering new squash programs and enhancing existing programs as well as provincial championships; driving participation in events and programs; leading club development activities; managing coach and officiating technical development and accreditation; organizing youth pathway program activities; overseeing Squash BC's ranking system; and providing administrative and communications duties related to the role.

This position will interest someone who wants the challenge of balancing a broad range of activity and has the organizational, technical and attention to detail needed. And can think creatively and critically to better operationalize SQBC's current programs and events and develop new programs to grow participation in squash.

This individual seeks the opportunity to learn from internal and external mentors to grow and build their skills in the field of sport management. The position is suited to someone who can work independently and will work well as part of a small focused team who rely on each other to be successful in their roles and are passionate about making a difference. The successful candidate will be adaptable, enthusiastic, energetic, and confident.

Reports to the Squash BC Executive Director.

### **Primary Responsibilities:**

- A. Grassroots and Recreational Programs
  - Develops and organizes new grassroots and recreational programming and enhances existing programming.

- Recruits, mentors and trains coaches involved in grassroots and recreational programs building a strong core of coaches.
  - Develops materials, tools and resources for players, coaches, officials, clubs and others and coordinates communications as required.
  - Develop new events and programs based on market demand.
- B. High Performance Player Development
- Works with the Provincial Coach to develop and implement Squash BC's high performance programs
  - Creates and distributes relevant materials for athletes, coaches, officials and others.
  - Working with the Provincial Coach, recruits, mentors and trains provincial team coaches and managers and ensures coaches and managers achieve planning goals.
- C. Planning and Budgeting
- Contributes to the preparation and monitoring of the multi-year and annual plans, as they relate to Player Development and Grassroots Programming.
  - Assists the Executive Director in the preparation of the annual program budget and monitors the approved budget, income and expenditures.
  - Prepares the annual program evaluation and reporting documents.
  - In conjunction with the Executive Director and Bookkeeper produces applications for possible program grants.
- D. Other Technical Programs and Events
- Plans, develops and builds Squash BC's Coaching and Officiating programs ensuring robust, sustainable programs.
  - Working with host clubs, to plan and organize Squash BC's provincial championships and grow participation.
- E. Other
- Manages Squash BC's ranking program and ensures coordination of results with Squash Canada and others
  - Coordinate with the SQBC Coordinator Member Services and Operations on website content, updates and communications including regular newsletter submissions.
  - Create Squash BC's annual Calendar of Events and revise as needed during the year.
  - Develops relationships with key stakeholders and manage resources to achieve the aims and objectives of Squash BC's program to develop and grow all athlete and technical programs utilizing innovative business development strategies
  - Assures Safesport is being implemented including security clearance process is completed for all Squash BC Program coaches, officials and volunteers.
  - Assists with SQBC's equipment loan program.
  - Supports committees and task forces related to the mandate of this position
  - Manages the Provincial Coach

**Essential Criterion**

- Proven event and program development and management experience including attention to detail and working to tight deadlines.
- Experience in customer services and working in an office environment.
- Strong IT skills, in particular Microsoft Office Suite - excel, word and power point.
- Well-developed communication skills, oral and written, and people skills.

- Organisational and administrative skills.
- Ability to work as part of a team, as well as a self-directed individual.
- Successful in managing multiple tasks, prioritizing demands, and working to deadlines.
- Ability to learn quickly in a fast-paced environment.
- Excellent people and relationship building skills and team management skills
- Keen interest in the development of squash
- Strong leadership skills
- Adaptability, enthusiasm, energy, confidence
- Post-Secondary degree/diploma in a related field e.g. sports/recreation/education and/or at least 2 years of work experience in sport program development and implementation
- Experience working within not-for-profit organizations an asset

Qualified applicants are to send their letter of interest along with a resume outlining why they are suited for this position, possible start date and compensation expectations in confidence to [squashbc.careers@gmail.com](mailto:squashbc.careers@gmail.com). Applications will be received up until June 19, 2020.

We thank all applicants in advance for their interest in Squash BC; however only those selected for an interview will be contacted.