

**SQUASH BC  
SPORT PROGRAM ADMINISTRATIVE COORDINATOR  
(Opportunity through the Canada Summer Jobs Program)**

Rate of Pay: \$18.00 / hour  
Hours: 35 hours per week on average  
Time Period: August 3, 2021 – September 27, 2021

Duties:

The Sport Program Administrative Coordinator will support the key priorities identified in Squash BC's 5 year Strategic Plan "Growth Initiative". The focus of the work will be the implementation of existing Squash BC programs and services as well as the development and implementation of new squash programs and services to introduce and engage new participants in the game of squash and better support member squash facilities. The Sport Program Administrative Coordinator will directly support the work of the Executive Director and the Program Coordinator.

Specific tasks and responsibilities include:

Program Coordination and Implementation

- Assist in new program and project concept development and development of implementation plans and budgets
- Assist with implement programs and pilots
- Assist with the development of the evaluation criteria and evaluation process for programs and projects
- Working with the relevant program manager/contractor, assist with development and implement strategies to expand and improve current programs and services including High Performance, Roving Ambassador, Post-Secondary, Junior Pathway, etc.
- Update materials for programs and key documents e.g. Jr Pathway, Coaching, Officiating, policies and procedures manual, operations manual, etc. in preparation for the upcoming squash season
- Prepare new tools and resources to support member squash facilities and SQBC programs.
- Assists with the management and operation of Squash BC's ranking and membership management digital platform

Research, Analysis and Assessment:

- Using digital technology, research similar programs in other sport and recreation organizations; assess the best opportunities for squash
- Assist with interviewing stakeholder groups to determine needs and preferred methods of implementation; assess the feedback
- Other research including database analysis as needed to support/supplement the current and new programs

Communications and Client Service

- Assist with progress reports on a regular basis to share in writing and verbally with the Squash BC staff team and the Board

- Working closely with the Executive Director and the Program Coordinator, prepare and present the programs developed to the Board of Directors
- Working closely with the appropriate members of the staff team, identify and recruit local volunteers to support the programs and develop support mechanisms for those volunteers
- Develop materials (digital and electronic files) to market the programs to each of the targeted audiences
- Support the delivery of the Squash BC e-newsletter including writing articles for future use
- Update the Squash BC website as needed

#### Administration

- Support the staff team in preparation for the Board and committee meetings
- Assist with the administration tasks for the SQBC office including general correspondence; resource library; mail; etc.
- Support the Executive Director and Program Coordinator with governance related tasks such as policy and procedures review and updating
- Supports committees and task forces related to the mandate of this position

#### **ELIGIBLE APPLICANTS: CANADA SUMMER JOBS PROGRAM**

- Must be between 15 and 30 years of age at the start of employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and
- Be legally entitled to work in Canada in accordance with BC legislation and regulations.

***Note: This position may be dependent on receiving funding from the Canada Summer Jobs Program.***

#### **PREFERENCES**

- Some post-secondary education.
- Ability to communicate in a professional manner both orally and written.
- Computer experience in MS Office, PowerPoint, and Excel.
- Strong technical skills with an ability to maintain a high level of accuracy and attention to detail.
- Excellent capacity to stay organized, prioritize and manage multiple initiatives simultaneously.
- Previous experience in sport and/or recreational program development and/or implementation an asset.
- Experience with the game of squash an asset.

#### **HOW TO APPLY**

Interested and qualified candidates can apply emailing your resume and a cover letter to [office@squashbc.com](mailto:office@squashbc.com) by **June 30<sup>th</sup>, 2021**

While we thank all applications for their interest, only short-listed candidates will be contacted.

For more information on Squash BC, please visit our website at [www.squashbc.com](http://www.squashbc.com)