



# Administration Manager

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## Position Summary:

- Reporting to the Executive Director responsible for the day-to-day administrative functions of the organization.
- This is a critical role intended to support members as well as enhance delivery of services to stakeholders and participants.

## Key Responsibilities:

- Programs
  - Coach Program
    - Manage all clinic logistics, administration and financial reconciliation
    - Assist with communications and technical support to all coaching initiatives
  - Player Development Programs
    - Deliver outreach programming where required
    - Provide administrative support to all Player Development Committee's initiatives
  - High Performance Program (Team BC and BC Summer Games)
    - Coordinate and provide administrative support for all games functions
  - Umpire Program
    - Manage and facilitate Umpire Clinics and registration
- Operations
  - Management of the Softball BC Registration software and systems
  - Provide administrative and communications support to the following: Hall of Fame Committee, Awards and Recognition Committee, Coach Development Work Group
  - Supervision of contract or part-time administrative staff
  - Supervision of summer students from Canada Summer Jobs program
  - Management and administration of travel permits



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- Administrative support for member benefits, including insurance.
- Administer and monitor all Safety, Insurance and Risk Management Programs
- Provide oversight of volunteer screening procedures to clubs and members.
- Management of travel and accommodations bookings for Board, staff, volunteers and contractors as required.

### **Placement Requirements:**

- Degree in Business Administration or and/or related experience in an administrative field
- Experience in budget preparation, accounting, and office procedures
- Demonstrate an extraordinary ability to communicate in verbal and written form.
- Familiarity with the administration and developmental organization of softball at all levels
- Knowledge of sport delivery systems
- Computer proficient