

**Squash BC - Summer 2024 Employment Opportunity**  
**SPORTS COORDINATOR**

**About Squash BC**

Squash BC leads the growth and development of the sport of squash across British Columbia. 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 delivering programs and driving awareness inside and outside the squash court, Squash BC's goals are to grow and promote our sport, service and engage our community, and strengthen our infrastructure throughout BC.

**The Role**

Squash BC is seeking an enthusiastic and organized individual to join our team this summer as our Sports Coordinator. The successful candidate will work directly under our Sport Development Manager and closely with the rest of our team to help grow, develop, and administer our programs and events.

This position is based primarily in our Vancouver, BC office. Squash BC offers a flexible/hybrid work environment, including the ability to work partially remote. Details on responsibilities, requirements, term, and compensation are located below.

**Responsibilities**

The Sports Coordinator will support Squash BC's program development and implementation, with an emphasis on our Strategic Plan-identified "Growth Initiative" programs. As well, the Sports Coordinator will actively support our competitive calendar by completing a variety of tasks needed to effectively put forth our tournaments and leagues.

Specific tasks and responsibilities of this role include:

**Program Development, Implementation, and Support:**

- Support our Sport Development Manager and program-specific contractors in the management of key programs, such as Junior Pathway, Squash in Schools, Post-Secondary, High Performance, Roving Ambassador, Coaching/Officiating Development, and more

- Assist in the planning and development of new programs
- Complete administrative tasks and metric tracking for existing programs
- Support and help develop our Diversity and Inclusion focused programs
- Help gather and analyze feedback about our programs and events

### **Competitions Support:**

- Support tournaments and other competitions through managing our registration system
- Assist with the management and operation of our provincial ranking system

### **Digital Communications:**

- Communicate with program stakeholders through email
- Keep our website up-to-date in areas related to programs and competitions
- Write event recaps to post on our website and social media
- Contribute content to email newsletter and social media, as needed

### **Research:**

- Research program and competition efforts by similar organizations to provide recommendations and new ideas
- Other research, including database analysis, as needed

### **Administrative:**

- Support the Squash BC Team, Board, Committees, and Volunteers with additional administrative duties as needed

## **Requirements & Preferred Experience**

### **Canada Summer Jobs Program Requirements**

*This position is funded by the Canada Summer Jobs Program, therefore the successful candidate must meet the following requirements of that program:*

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

## **Preferred Experience**

An ideal candidate for this role would have the following experiences. However, we encourage anyone interested in sport development at the provincial level to apply!

- Some Post-Secondary Education in Sport Management, Sport Administration, Business, Kinesiology, or a related field
- Prior work or volunteer experience in a sports or recreation role
- Knowledge of British Columbia's sport landscape
- Strong organization, administrative, and time management skills
- Strong communication skills
- Ability to work independently and as part of a team
- Experience with the following software systems: Google Workspace, CRMs/Databases, Wordpress, Canva
- Prior knowledge of or experience in squash not required, but would be considered an asset
- **Must Have:** Passion for the growth and development of sport!

## **Why Work at Squash BC**

Squash BC is a small (but growing) team of like-minded individuals all committed to the growth and development of our sport. Our team is highly collaborative and we look forward to working with our summer staff to make your experience both valuable and fun!

## **Compensation & Term**

- Rate of Pay: \$19.00 per hour
- Hours: 35 hours per week
- Work Environment: Hybrid
- Term: 8 Weeks (Preferred Dates: May 6 - June 28, 2024, Start date negotiable)

## **Application Instructions**

Interested candidates should submit their application, including cover letter and resume, to [careers@squashbc.com](mailto:careers@squashbc.com) by **April 30, 2024**. Applications can be addressed to Josh Heuving, Sport Development Manager, Squash BC. Candidates may be reviewed on a rolling basis prior to the closing date.