
SQUASH BC - EMPLOYMENT OPPORTUNITY

SPORT OPERATIONS COORDINATOR

Squash BC is seeking an enthusiastic, organized, and service driven individual to join our team as the Sport Operations Coordinator. This full-time role is central to the delivery and growth of Squash BC's competitions, membership services, and official development programs across the province.

This is a full-time position (30-37.5 hours per week) based primarily in the Vancouver, BC office with a flexible hybrid work arrangement. Some evening and weekend work will be required during the competitive season. The position is scheduled to commence in July 2026.

The Sport Operations Coordinator works directly with the Executive Director and collaborates closely with the entire Squash BC team.

Key Responsibilities

Member Services Support (Facilities & Individuals)

- Serve as the primary point of contact for membership inquiries from individuals and facilities
- Support the administration of Squash BC's membership system, including onboarding, renewals, troubleshooting, and data accuracy
- Assist facilities with membership integration, reporting, and compliance
- Monitor and audit leagues and tournaments to ensure all participants are active Squash BC members
- Support the development and delivery of membership communication, resources, and engagement initiatives

Competition & Event Operations

- Administer Squash BC's event sanctioning process, including host applications, agreements, Club Locker setup, and post-event reporting
- Manage competition systems and workflows including registration, seeding, draws, and scheduling
- Coordinate equipment logistics for all sanctioned tournaments, events, and Provincial Championships
- Ensure Safe Sport compliance across all sanctioned events
- Maintain and update the Squash BC Calendar of Events
- Provide technical and administrative support to Tournament Directors and host facilities

- Deliver event services as outlined in annual sanctioning agreements and serve as Tournament Director when required
- Support the planning and delivery of Provincial Championships, including on-site event support

League Coordination & Support

- Coordinate all administrative and promotional duties as required to deliver Squash BC's leagues including scheduling, communications, administration, marketing, and league support
- Prepare and distribute league newsletters and regular communications
- Set up Squash BC Sanctioned leagues on Club Locker annually
- Provide support to other sanctioned leagues as needed
- Liaise and support any league advisory committees

Officials

- Support the coordination and delivery of official development programs
- Assist in scheduling officials for sanctioned events and Squash BC Championships
- Support communication with officials, including updates, opportunities, and program information

Administrative

- Assist the Executive Director in preparing competition, membership, and program reports
- Manage the Squash BC Junior Pathway Silver Series Point Systems
- Prepare and submit event-hosting grants, including completing all application requirements and submitting final reports to funding partners
- Perform additional duties as assigned by the Executive Director

Requirements & Preferred Experience

- Post-Secondary education in Sport Management, Recreation, Business, or similar field
 - Experience working in a sport organization (club, local, provincial, national)
 - Strong organizational skills, attention to detail, and time management
 - Excellent communication skills (email, phone, written, in-person)
 - Software literacy (Google Workspace, Wordpress, Slack, Mailchimp)
 - Experience with tournament and/or league management software
 - Strong teamwork and collaboration skills
 - Understanding of sport programs and competitions
 - Knowledge of British Columbia's provincial sport landscape
 - Knowledge of or experience in squash is not required, but would be considered an asset
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Schedule

This is a full-time position (30-37.5 hours per week) with a hybrid work arrangement combining on-site work at our Vancouver office and remote work. Evening and weekend availability is required during select events during the competitive season.

Compensation

This full-time position offers an annual salary of \$40,000 - \$55,000, commensurate with experience and qualifications, along with a benefits package. The role includes three (3) weeks of paid vacation annually, plus an additional two-week paid break during Squash BC's annual holiday office closure.

Why work at Squash BC

- Be a part of a small team united by a shared mission to grow and develop the sport of squash across British Columbia.
- Benefit from mentorship and professional development opportunities.
- Enjoy a flexible hybrid work environment.

Application Instructions

Interested candidates are invited to submit a resume and cover letter to Kim Dennis, Executive Director, at executivedirector@squashbc.com by June 30, 2026.

Applications will be reviewed and interviews conducted on a rolling basis until the position is filled. Candidates are encouraged to apply early. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

About Squash BC

Squash BC is the provincial governing body for squash in British Columbia, dedicated to growing participation, supporting players and facilities, and strengthening infrastructure across the province. Through programs, events, and community engagement, Squash BC works to promote and develop squash for current and future generations. Learn more at squashbc.com.