

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

- 37.5 Hours / week
- Term: 10 weeks
- Start date: flexible but ideally June 1, 2020 or earlier
- Hourly rate: \$15.00 / hour

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in British Columbia. As the official amateur sport governing body for the squash in the province, Squash BC supports the community of squash by providing resources and opportunities for sport and competition for all ages and abilities.

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 is dependent on receiving funding from the Canada Summer Jobs Program.

POSITION SUMMARY

The Assistant Program Coordinator will support the growth and maintenance of existing Squash BC programs and services as well as the development of new squash pilot programs to introduce and engage new participants in the game of squash. The focus of the work will help prepare for the coming squash season.

The Assistant Program Coordinator will work closely with the Executive Director, the Sport Development Manager and Member Services and Operations Coordinator.

Given the current COVID-19 pandemic the candidate will primarily work from his/her home with daily supervision from the Executive Director.

Specific tasks and responsibilities include:

Research, analysis and assessment:

- Using digital technology, research similar programs in other sport and recreation organizations; assess the best opportunities for squash
- Interview 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

Program development and planning

- Based on the assessments, assist in the concept development, development of implementation plans and budgets to pilot the programs

- Assist with the development of the evaluation criteria and evaluation process
- Depending on timing of the pilots, support the implementation of the pilot projects
- Working with the relevant program manager, develop strategies to expand and improve current programs and services.
- 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 to support programs.

Communications and Client Service

- Prepare 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, 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 Annual General Meeting and other Board and committee meetings
- Assist with the administration tasks for the SQBC office including general correspondence; resource library; mail; etc.

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 executive.director@squashbc.com by **May 21, 2020**.

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