



## **Sport Development Manager (part time FTE.8)**

Post Date: October 23, 2020

Application Deadline: November 5, 2020 by 11:59 pm.

Position Start Date: December 1, 2020 or earlier if possible, however will depend on the availability of the successful candidate.

### **ABOUT SQUASH BC**

Squash BC is a non-profit organization providing leadership and direction for the growth and development of the sport of squash in BC. 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 driving awareness and advocacy inside and outside the squash court, Squash BC's goals are to provide leadership in promoting the sport, provide access to funding and enabling lasting connections for its members across the province.

Position is based in Vancouver, BC in a small office. Squash BC offers a flexible work environment including some flexibility to work outside the Squash BC office as well as work flexible hours.

### **POSITION SUMMARY**

The Sport Development Manager (SDM) is responsible for developing, delivering and managing new squash programs and enhancing existing programs to grow squash in BC.

This position will interest someone who wants the challenge of balancing a broad range of sport development activity and has the organizational and technical skills and attention to detail needed. The individual will be responsible for his/her own administration and communication requirements and will manage several contractors.

This individual seeks the opportunity to learn from internal and external mentors to grow and build their skills in the field of sport management. The position is suited to someone who can work independently and will work well as part of a small focused team who rely on each other to be successful in their roles and are passionate about making a difference. The successful candidate will be adaptable, enthusiastic, energetic, and confident.

Reports to the Squash BC Executive Director.

### **Primary Responsibilities:**

- A. Grassroots and Recreational Programs
  - Develops, organizes and manages new grassroots and recreational programming and enhances existing programming.
  - Recruits and supports the training and mentoring of coaches involved in grassroots and recreational programs building a strong core of coaches.

- Develops materials, tools and resources for players, coaches, officials, clubs and others and coordinates communications as required.
- Develops new events and programs based on market demand.

B. High Performance Player Development

- Works with the Provincial Coach to develop and implement Squash BC's high performance program.
- Creates and distributes relevant materials for athletes, coaches, officials and others.
- Works with the Provincial Coach, recruits, mentors and trains provincial team coaches and managers and ensures coaches and managers achieve planning goals.

C. Planning and Budgeting

- Contributes to the preparation and monitoring of the multi-year and annual plans, as they relate to Player Development and Grassroots Programming.
- Assists the Executive Director in the preparation of the annual program budget and monitors the approved budget, income and expenditures.
- Prepares the annual program evaluation and reporting documents.
- In conjunction with the Executive Director and Bookkeeper, produces applications for possible program grants.

D. Other Technical Programs and Events

- Plans, develops and builds Squash BC's Coaching and Officiating programs ensuring robust, sustainable programs.
- Working with host clubs, to plan and organize Squash BC's provincial championships and grow participation.

E. Other

- Manages Squash BC's ranking program and ensures coordination of results with Squash Canada and others.
- Manages program/project consultants including their hiring, managing, evaluating.
- Provides administration for the programs under this portfolio.
- Coordinate with the SQBC Coordinator Member Services and Operations on website content, updates and communications including regular newsletter submissions.
- Create Squash BC's annual Calendar of Events and revise as needed during the year.
- Develops relationships with key stakeholders and manages resources to achieve the aims and objectives of Squash BC's program to develop and grow all athlete and technical programs utilizing innovative business development strategies
- Assures Safesport is being implemented including security clearance process is completed for all Squash BC Program coaches, officials and volunteers.
- Assists with SQBC's equipment loan program.
- Supports committees and task forces related to the mandate of this position.
- Manages the Provincial Coach and other contractors/consultants.

**Essential Criterion**

- Proven event and program development and management experience including attention to detail and working to tight deadlines
- Strong IT skills, in particular Microsoft Office Suite - excel, word and power point
- Excellent people and relationship building skills and team management skills
- Well-developed communication skills, oral and written

- Strong organizational and administrative skills
- Ability to work as part of a team, as well as a self-directed individual
- Successful in managing multiple tasks, prioritizing demands, and working to deadlines
- Ability to learn quickly in a fast-paced environment
- Keen interest in the development of squash
- Strong leadership skills
- Adaptability, enthusiasm, energy, confidence
- Post-Secondary degree/diploma in a related field e.g. sports/recreation/education and/or at least 2 years of work experience in sport program development and implementation
- Experience working within not-for-profit organizations an asset

Qualified applicants are to send their letter of interest along with a resume outlining why they are suited for this position, possible start date and compensation expectations in confidence to [squashbc.careers@gmail.com](mailto:squashbc.careers@gmail.com). Applications will be received up until November 5, 2020 at 11:50 pm.

We thank all applicants in advance for their interest in Squash BC; however only those selected for an interview will be contacted.