

Baseball BC Job Posting – Championships Coordinator

Baseball BC invites applications for the position of “Championships Coordinator” for the 2018 season. The application deadline is November 1st and the successful applicant will begin in the position as soon as possible after that date.

The position of Championships Coordinator will be awarded for a one year term concluding on August 31st, 2018. Remuneration will be negotiated based on the experience and skill set of the successful applicant (Scale range from \$3500 to \$4500). The Championships Coordinator will work as an independent contractor and report directly to Executive Director, David Laing.

The responsibilities of the Championships Coordinator include to:

- Liaise with member and non-member provincial organizations
- Liaise with Presidents and Coaches from community associations
- Promote entry to Provincial Championships to the baseball community
- Post and disseminate information regarding applications to host Provincial Championships
- Propose qualification and provincial championship formats for all divisions
- Update Baseball BC’s current Team Registration package including but limited to the following documents and policies: team & player eligibility, conduct, team commitment, funding/fees, game play rules, post-provincial pick-ups, and hosting responsibilities.
- Liaise with the BCBUA in regards to all provincial championships
- Liaise with the host committee for each Provincial Championship
- Create and disseminate Provincial Championship schedules
- Conduct draws for each Provincial Championship
- Maintain the Provincial Championships website
- Update the coaches meeting agenda and chair coaches meetings via conference call for all divisions
- Train on-site Technical Directors
- Be available as a Technical Director for a minimum of two weekends of Championships

The successful applicant will

- Have experience working in leadership positions within the baseball community; preferably at the provincial level.
- Be able to demonstrate experience and knowledge related to the responsibilities of the position listed above.
- Have strong interpersonal and communication skills as well as a proven ability to work as part of a team.
- Have strong organization skills and the ability to meet deadlines, as necessary.

Interested applicants are invited to send a resume and any other supporting documentation to David Laing, Executive Director, at davidlaing@baseball.bc.ca.