

## **Job Posting: Executive Director**

### **About RBC**

Ringette BC (RBC) has been leading the sport of ringette in BC for over 40 years and is the recognized provincial sports organization representing ringette in BC. As a registered non-profit society, RBC is responsible for the administration, advancement and promotion of ringette throughout the province of British Columbia. RBC works in partnership with local, regional, provincial and national ringette organizations and sport system providers to create a safe dynamic environment for participation and development at all levels and for all age groups. With more than 22 local Club Associations and Leagues around the province, RBC continues to grow and expand ringette access across the province.

### **Position Overview**

RBC is seeking a temporary, part-time Executive Director to support more than 2,200 members around the province. RBC is seeking a proven leader with strong management, communication and interpersonal skills, as well as knowledge and experience in the sport of ringette. Working under the direction of the Board of Directors, the Executive Director would be responsible for tasks such as implementing the strategic plan, organizational leadership, financial planning risk management, grant writing and both internal and external stakeholder relations.

### **Job Overview**

#### **Executive Director, Ringette BC**

### **Nature and Scope**

The Executive Director is responsible for the successful leadership and management of Ringette BC according to the strategic direction set by the Board of Directors. The Executive Director is responsible for creating the annual operational plans and an annual budget for Ringette BC, ensuring that all initiatives and programming align with the Strategic Plan. This position works collaboratively with the Chief Operations Officer and reports directly to the board of directors.

### **Core responsibilities include:**

- Implement board policy and decisions
- Operational planning and management
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- Human resources planning and management
- Act as a role model of respect for self and other senior athlete leaders
- Financial planning and management
- Risk management
- Marketing and Communications

## **Key Attributes and Experiences Required**

### **Education and Qualifications**

- Degree in Sport Management/Administration, recreation and/or the equivalent working experience in a related field
- Demonstrated commitment towards professional development
- Coaching or officiating credentials in ringette (or in leadership of these areas) considered an asset

### **Knowledge**

- Strong working knowledge of sports administration and recreation management principles and practices
- Knowledge of the BC amateur sport landscape, including government initiatives and requirements
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations
- Knowledge of federal and provincial legislation applicable to voluntary sector organizations including employment standards, human rights, occupational health and safety, charities, taxation, CPP, EI, health coverage etc.
- Knowledge of human resources, financial, project, operational and strategic management
- Knowledge of the Canadian or BC specific ringette landscape considered an asset

### **Skills and Abilities**

- Experience in managing volunteers, athletes, sports, or education related organizations
- Experience in initiating, planning, implementing, and evaluating programs and services
- Proficient with technology, including but not limited to the Office Suite, productivity software tools and social media applications.
- Ability to triage and prioritize tasks and projects, and work with staff to delegate appropriately
- Strong verbal and written communication
- Strong problem solving and critical thinking independently and in collaboration with key leaders, when appropriate

### Position Details

- **Position Title:** Executive Director
- **Organization:** Ringette BC
- **Reports to:** Chair, Ringette BC Board of Directors
- **Work Location:** Remote - BC based, with occasional travel
- **Hours of Work:** 20 hours per week, with the possibility of growing to full time (funding dependant)
- **Salary:** \$30-\$40/hour, based on experience and qualifications
- **Employee Type:** Temporary, Part-Time
- **Target Start Date:** October 1, 2025
- **Contract Term:** March 31, 2026 with the possibility of renewal

### How to Apply

To be considered for this opportunity, please address your cover letter, resume, related Documentation, and three references electronically to:

Ringette BC Hiring Committee, Attention: Jody Ewart  
chair@bcringette.org

Applications will begin being reviewed Friday, August 22th, 2025, however the position will remain open until filled.

### Notes:

- RBC appreciates the interest of all applicants, only those who are invited for an interview will be contacted.
- The successful applicant must pass a Criminal Record Check as a condition of hiring.
- The successful applicant will be invited to discuss the tasks listed in the job posting to ensure alignment of organizational needs with the applicant's personal and professional expertise and goals.