

Job Description

Community Sport Coordinator, Ringette BC

Nature and Scope

The Community Sport Coordinator is responsible for working with Ringette BC (RBC)'s 20+ local associations and the four leagues overseeing regional ringette programming. Reporting to the Executive Director, the Community Sport Coordinator will collaborate with local association and league leadership representatives (e.g. members of local association Boards of Directors) to ensure smooth local operations for optimal program delivery and organizational growth.

Responsibilities

Membership communication:

- Serve as the primary point of contact for local association and league leadership (e.g., Boards of Directors) for all inquiries regarding operating in alignments with RBC policies and processes.
- Communicate with local association and league leadership about upcoming events
- Collaborate with other RBC staff members on communications plans (e.g., newsletters, social media)
- Create and maintain an internal and public calendar of events for the organization

Policy and process education, enforcement, and recommendations:

- Communicate to local leadership about relevant policies and applications
- Create and lead education sessions for association and league leadership relevant to key volunteer responsibilities
- Recommend policy updates to the Executive Director; review existing policies on an annual basis.

Association and league support:

- Support local associations and leagues with onboarding of Board Members
- Support local associations and leagues with operational challenges
- Assist local associations with the logistics of promotional events such as Come Try Ringette
- Assist local associations and leagues with policy and bylaw recommendations
- Facilitate inter-organizational connections for peer-to-peer support amongst association and league leadership

- Create and maintain lists of key volunteers within local associations and leagues
- Create and maintain inventory lists of the organization's assets in storage relevant to items available to local associations and leagues

Ringette BC leadership:

- Maintain a manner of professionalism when engaging with members of the sport community
- Ensure behaviours are in line with the integrity required for a position of leadership
- Create an inclusive atmosphere and promote a sense of fulfilment and pride among the ringette community
- Ensure that all files are securely stored, and privacy/confidentiality is maintained
- Support with Ringette BC Programs and Events as needed, including but not limited to coaching, officiating, provincial championships and provincial programs.
- Member of Standing Committees as required/requested
- Member of Working Groups as required/requested
- Provide reports to the Executive Director and Board of Directors as required