



## SPORT COORDINATOR

**Position Type:** Part-time - 20 hours per week  
**Application Deadline Date:** February 24, 2023  
**Location:** Remote (preference in Ottawa, location of the Executive Director)  
**Expected Start Date:** March 20, 2023  
**Supervisor:** Executive Director

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. The employer welcomes and encourages applications from people with disabilities.

Pickleball Canada is the national sport organization that governs, promotes, and leads the development of pickleball in Canada. We are seeking an individual with extensive knowledge of the sport of pickleball and pickleball in Canada, with good interpersonal skills and a positive attitude. The main responsibility of the Sport Coordinator is to help build Pickleball Canada's sport department, working with the VP Sport, VP Operations, and the Sport Committee, while reporting to the Executive Director.

### General Duties:

- Assist the VP Sport with the day-to-day coordination and administration of multiple sport programs.
- Update sport documentation for posting on the Pickleball Canada website and social media and ensure that all sport communications are in English and French.
- Assist VP Sport, and other Sport sub-committee leads, with the coordination of, and reporting for the Sport Committee, and sub-committee meetings.
- Coordinate program review and revision updates, in collaboration with the VP Sport.
- Provide relevant information to the Communications Coordinator to promote sport programs, highlight players, tournaments, etc.
- Act as a key liaison between Pickleball Canada and external parties to facilitate meetings, assist in administration of meetings, and respond to inquiries.
- Assist with the research, development, and implementation of Pickleball Canada Programs such as Long Term Player Development and Youth programs.
- Ensure that all events and programs are monitored and evaluated for effectiveness on a regular cycle.

### Pickleball Canada Championships:

- Act as the key liaison between Pickleball Canada and the host club, providing, and sourcing answers to questions from the appropriate area lead.
- Assist the Communications Coordinator to develop a social media and website content plan promoting Pickleball Canada Championships.

### Coaching:

- Assist with the coordination and administration of the pickleball coaching program.



- Communicate with the Pickleball Coach Education Team when necessary, to answer questions from members.

#### **Officiating:**

- Assist the National Officiating Lead with coordination and administration of the officiating program.
- Assist the National Lead with coordination of meetings, and execution of tasks for the development of programs and systems.

#### **Ratings:**

- Assist the Ratings Chair with the program, and when necessary, respond to questions from members.

#### **Recreation:**

- Attend the Recreation Committee meetings as staff support to provide insight and support on discussions and projects.
- Guide new pickleball players with questions in finding resources and places to play.
- Develop promotional and informational resources for recreational pickleball.

#### **Tournaments:**

- Lead Pickleball Canada's tournament sanctioning process by reviewing sanctioning applications, coordinate the sanctioning process, and provide approval.
- Work in the Pickleball Brackets software to manage sanctioned tournament approvals.
- Manage the Pickleball Canada online calendar of sanctioned events.

#### **Youth Programs:**

- Assist with the development of Pickleball Canada's grassroots program and accompanying materials.

#### **Required Skills, Knowledge, and Abilities:**

- A strong knowledge of, and passion for, the sport of Pickleball.
- Knowledge of the Canadian sport system.
- Undergraduate degree in sport administration or a related field.
- Ability to build and maintain excellent working relationships with staff, volunteers, as well as external service providers.
- Strong organizational and time management skills with the ability to set priorities, multi-task and meet deadlines.
- Demonstrated expertise in Microsoft Office, Google Drive and Adobe Acrobat Pro, Zoom and Google Meet.
- Demonstrated comfort and ability to learn and work with web-based applications such as Pickleball Brackets.
- Excellent communication skills, both verbally and in writing.
- Ability to work in a fast-paced environment with multiple priorities.
- Strong team player, with the ability to work independently.
- Experience in developing and delivering programs.
- Research skills to be able to conduct program evaluations and surveys.



- Experience in providing support to senior staff and volunteers.
- Understand the principles of Safe Sport.
- Understand the principles of Diversity, Equity, Inclusion and Belonging.
- Commitment to the vision, mission, and values of Pickleball Canada.

**Assets include:**

- Bilingualism (French/English) is an asset.
- Minimum two (2) years of sport administration/business experience and/or event management experience and/or sponsorship experience, or any other relevant experience.
- Experience working with multi-level stakeholders to develop event strategies and vision while ensuring an innovative event experience.

**Commitment:**

- Possibility of some evenings and weekends.
- Possibility of some overnight travel and away-from-home work.

**NOTE:** A satisfactory police records check will be required as a condition of hire.

**APPLICATION PROCESS**

Apply in confidence by sending your cover letter and resume by February 24, 2023, to:  
[HR@pickleballcanada.org](mailto:HR@pickleballcanada.org).