



Baseball New Brunswick: Employment Opportunity

POSITION: Program Coordinator – Baseball New Brunswick (NB)
WHERE: Fredericton, New Brunswick (and surrounding communities)
TERM: Contract – 1 Year (Part-time Jan-Mar & Sept-Dec; Full-time Apr-Aug 2024)
20-35 hours per week

Month	Task	Time Requirements (per week)
January - March	On-boarding Training Baseball New Brunswick Support	20 hours
April	Program Planning with Jays Care Coaches Training/Practices begin (some travel required)	35 hours
May	Games Begin/Practices continue (some travel required)	35 hours
June	Games continue (some travel required) Final Tournament Begin to support Baseball New Brunswick	35 hours
July	Baseball New Brunswick Support End of Program reporting	35 hours
August	Baseball New Brunswick Support	35 hours
September - December	Baseball New Brunswick Support	20 hours

Baseball New Brunswick is currently seeking a Program Coordinator to support Baseball New Brunswick summer programming, along with other initiatives with organizations such as Jays Care Foundation. The Program Coordinator will oversee Baseball New Brunswick tasks along with the fourth year of the RBI Baseball League Program in Grand Falls and the surrounding areas. This program will run from April to the end of June and includes baseball practices and games for between 12-16 local schools. The Program Coordinator will support Baseball New Brunswick including the promotion, planning, and implementation of the Rally Cap program across the province. Baseball New Brunswick is looking for an enthusiastic, motivated, flexible individual with exceptional teamwork and organizational skills.

Job requirements:

- Supporting all provincial events and tasks as needed by Baseball New Brunswick throughout the Province.
- Be responsible for attending training with Baseball NB & Jays Care at the onset of employment.
- Be responsible for research, planning, development, implementation of the RBI Baseball League in Grand Falls, NB and surrounding areas (some travel required to Grand Fall and surrounding communities during the program, costs covered).
- Be responsible for planning and coordinating Virtual School visits before start of programming (April/May)
- Organize the practice and game schedules for teams.
- Assist in the implementation of safety protocols and guidelines as put in place by GNB, Baseball New Brunswick and partner organizations.
- To ensure all services and supports are provided in accordance with the work plan and direction.
- Be available for assisting any issues that may occur during this program with schools or community partners.
- Have constant contact with teachers, schools, and coaches. Managing program issues as they arise.
- Provide support to minor baseball associations in the implementation of the Rally Cap Program.
- Responsible for administrative tasks including but not limited to:
 - Social media posts
 - Website updates
 - League, player, and coach registration
 - Player of the week program
 - Coach of the month program

Qualifications

- Excellent computer skills.
- Excellent verbal and written communication skills. Organized with strong time management skills.
- Ability to speak both French and English.
- Knowledge of baseball/softball is an asset.
- Post-secondary education in physical education or equivalent combination of training and experience is an asset.

Additional Requirements:

- A valid driver’s license and access to a vehicle (some travel required but travel costs will be covered).
- Must be willing to travel when required.
- A clean Vulnerable Sector Report.
- Some evening and weekend work required (evening and weekend hours will be compensated as time off in lieu).

Please apply no later than **Friday, January 12th, 2024** with a resume, cover letter, 2 current references to:
director@baseballnb.ca

We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Baseball New Brunswick is committed to creating a diverse environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.