



### **Program Coordinator – Spring/Summer Position**

**Application Deadline – February 28, 2018**

**Position Timeline – April 2018 to August 2018 (37.5 hours/week Full Time)**

**Office Location – New Mosaic Stadium (Regina)**

### **Roles and Responsibilities**

The Baseball Sask (SBA) Program Coordinator (PC) will assist our Grass Roots Development Coordinator (GRDC) in all aspects of Spring/Summer programming and administration that are encompassed within the LTAD Early stages from 17U female and 16U male athletes within Saskatchewan. The FUNdamental, Learning to Train, and Training to Train stages and all aspects within these stages will be the responsibility of the PC. Employee reports directly to the Executive Director (ED) on all aspects related to baseball in Saskatchewan as well as any other duties bestowed upon them.

### **Areas of Responsibility**

The SBA Program Coordinator will be specifically responsible for the following list of responsibilities:

*Marketing* - The PC will assist the ED in marketing for the SBA, reporting directly to the ED, and developing, analysing and implementing sponsorship, fundraising, communications and SBA branding programs annually. The annual reports will indicate success related to goals and objectives for these programs and offer recommendations for current and potential programs.

*Winterball* - The PC will assist in developing and instructing the Winterball program that will interest the general baseball community and expose elementary schools to the value and importance of the Winterball experience. They will Develop a list of contacts and interested parties that could be community Winterball ambassadors throughout the province that will be positive and energetic agents for the SBA and its Fundamental and Learning to Train programs.

*Grassroots Instructional Camps* - This role will require the PC to examine, develop and implement 1-2 day instructional camps for both boys and girls aged 14U. There are 8 recognized zones by SBA and we would like to stage 1 in each of the zones annually. These camps need to be reviewed annually and an annual

report be given to the SBA Executive Director. The PC will organize administer and arrange for staffing of these events in a timely and efficient manner. If the PC cannot attend an event in person then an appropriate replacement (s) will need to be found. As well as site location, event logistics, equipment and promotions will be the responsibility of the PC.

*Rally Cap Program* - The PC will be responsible for the coordination of the Rally Cap Program. This developmental program will include the promotion and scheduling of local Rally Cap Clinics that will train 3-4 local coaches to have the ability to enable continuance of the program in that community. The SBA must take a leadership role in Rally Cap training and it will be the responsibility of the PC and GRDC to manage all aspects of this critical area of SBA operations.

“My First Pitch” – The PC will be responsible for coordinating a Baseball Canada Program that is targeted towards Mosquito aged players in giving them all early pitching instruction prior to them starting player pitch baseball. Studies have shown that they are never taught properly at that age and this leads to slower pitching development and longer games.

*Aboriginal Development* - The PC will assist SBA liaison for all Aboriginal baseball related activities with the noted exception of coaching programming. The PC will assist the GRDC provide leadership and expert guidance and advice to FSIN and Band Councils for Native and Metis communities, when necessary but will not take on a hands-on role unless directed by the ED.

*Female Baseball Development* - The PC will assist in the development and promotion of Female Baseball in Saskatchewan. Our membership numbers in female players have increased substantially recently, and we feel we can continue to improve in this area.

*Miscellaneous* - The PC may be given other duties by the ED such as NCCP, Online Membership Registration, website maintenance and other required data entry. The PC will report directly to the ED in all areas of operations.

## **Qualifications & Background**

- Currently in a Post-Secondary School and will be returning in the Fall for next semester
- Baseball background as applicant will be running Player Development Camps
- Ability to manage multiple activities and programs at a time. Must be highly self-motivated and able to work well independently as well as in a team.
- Knowledge in Microsoft Office (Word and Excel)
- Valid Driver's License as there will be travel in company vehicle across Saskatchewan

## **Applications are to be sent to:**

Mike Ramage  
Baseball Sask  
Executive Director  
Email: [mike@baseballsask.ca](mailto:mike@baseballsask.ca)

Only short listed candidates will be contacted