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**Basketball BC Career Opportunity**

**Application deadline- October 15, 2019**

**Overview**

Basketball BC (BBC) is seeking a dynamic, innovative and responsible team player to fill the newly created position of **Coordinator of Development, Officials and Youth**. This role will work closely and under the supervision of the Executive Director to develop the pool of basketball officials including recruiting, training, retaining, evaluating and handling incident reports. As well the role will be responsible for the administration, planning and delivery of key youth programs, existing and under development, including BC Summer Games, Jr. NBA and championships.

The successful candidate will need to be able to coordinate multiple stakeholders, provincially and nationally, to deliver on strategic and operational plans. Working collaboratively with the BBC team and other key partners, this candidate will drive the development and expansion of youth athlete and officials’ development.

Key responsibilities include working with the BC and Canadian officials commissions to determine and execute plans for officials development in BC; coordinating with provincial sport and Canada Basketball to plan and deliver key youth programs; and working with the Executive Director to determine and recommend priorities for youth athlete and officials development.

This is a full time position (37.5 hours/week) and salary will be based on experience and qualification. Work will be required and scheduled on weekends and in locations out of the office.

**QUALIFICATIONS**

**Key Skills**

* Strong time management skills and ability to manage concurrent tasks efficiently
* Ability to meet expected deadlines with attention to detail.
* Highly self-motivated, innovative thinker with the ability to take direction, work as part of a team as well make independent decisions as required.
* Superior motivational, problem-solving and organizational skills.
* Excellent interpersonal, oral, and written communication skills. Is able to build and maintain effective relationships.
* Experience with and interest in change management

***Experience & Education***

* Experience working with not-for-profit organizations is an asset.
* Knowledge of basketball environment and ability to make personal contacts with stakeholders.
* Basketball officiating and youth athlete development experience an asset.
* Post-secondary education or applicable experience.
* Experience in writing reports and policies.
* Excellent administrative skills, including proficiency in Microsoft Office

**Application process:**

The application process is guided by Basketball BC’s Recruitment and Selection Policy. All applicants are required to submit an application form as posted to the Basketball BC website. The completed applications form and a resume, **including noted salary expectations**, can be sent to: info@basketball.bc.ca

Basketball BC is committed to employment equity.  All applications must be legally eligible to work in Canada and provide an acceptable criminal record check

Basketball BC sincerely thanks all applicants. Only applicants selected for an interview will be contacted.