



# Program Coordinator Position Outline

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## **Position Summary:**

- The Program Coordinator shall be responsible for the development, implementation and coordination of all athlete and coach development programs and services from grassroots through High Performance.

## **Key Responsibilities:**

- Athlete Development (Skills clinics, Learn To Play program and U9 Festival)
  - To develop and oversee the implementation of an overall platform for athlete development which includes conducting a variety of athlete skill development clinics and programs in all areas of the Province.
  - To plan and develop new programs and incentives to enhance athlete development.
- Coaching Development
  - To coordinate, organize and plan N.C.C.P. and Learn to Play (LTP) for all levels of coaching.
  - To coordinate, organize and deliver coaching development opportunities for all member associations including a biennial coaching symposium.
  - To promote the N.C.C.P. and Respect in Sport throughout Saskatchewan and work towards becoming equivalent status as our Master Learning Facilitator.
  - To develop and evaluate new Learning Facilitators, in conjunction with the Master Learning Facilitator, ensuring all Learning Facilitators have equal opportunity to conduct clinics.
  - Act as the liaison with Athlete Era our provider of the Softball mobile app. To promote, educate, and coordinate the delivery of the app including an annual review.
  - Check and approve coach certification and RiS for all coaches listed on provincial rosters.
- Canada Games Program
  - After collaboration with Head Coaches, ensure facilities are booked for all camps and competitions.
  - Coordinate, monitor and update player registration for both programs via our RAMP system and provide this information to head coaches.
  - Direct Correspondence to all players in the Games Program as requested by the Head Coaches.
  - Prepare in conjunction with the Executive Director and Games Coaches the budget for the Games Program.
  - Ensure Games Coaches have developed a monitoring system for athletes involved in the program and a written process for selection of athletes to the final team .
- Saskatchewan Summer Games & U13 District Showcase Programs
  - Ensure the policies for both programs are updated and available on our website and communicated to all coaches and District Directors.
  - Play the lead role in organizing and communications for both the Sask Games and U13 District Showcase. Work with the selected district coaches to organize and plan ID camps. After collaboration with Head Coaches, ensure facilities are booked for all camps and competitions.
  - Coordinate, monitor and update player registration for both programs via our RAMP system and provide this information to head coaches.



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- Coordinate and order team uniforms top for players and coaches.
- Organize and prepare information for a Coach orientation meeting.
- Human Resources
  - To be an ex-officio, non-voting member of the Sport for All Committee and attend meetings as required. Prepare and distribute meeting agendas and minutes.
  - Attend seminars and conferences related to Professional Development upon request.
- Reporting Evaluation
  - Report to and be responsible to the Executive Director.
  - Ensure feedback through an evaluation process is done for the Canada Games, Sask Summer Games, District Showcase and Coaching Symposium.
  - Prepare a written report yearly on all programs and services provided and attend the Annual General (virtual) and Semi-Annual meetings (in-person).

### ***Placement Requirements:***

- Post-secondary education in sport/recreation management and/or equivalent experience.
- Significant experience in the not-for-profit sport sector preferred and experience with volunteer boards and committees.
- Excellent organizational skills, ability to multitask and meet deadlines with no impact on performance.
- Proven leadership ability within a team setting.
- Excellent communication, organizational skills, and attention to detail.
- Display the following strengths - problem solving, commitment to excellence, collaboration, accountability, innovation, vision, and adaptability.
- Being knowledgeable of softball would be advantageous but not required.
- The successful candidate will have flexibility in their work schedule (able to work evenings and weekends) and will require some travel.
- Experience with MS Office including word processing, database, spreadsheet, and presentation software.

### ***Application Details:***

- This is a full-time, permanent position in our office located in Regina, Sask.
- Flexibility in hours is essential, as a volunteer organization, some evening and weekend work is required.
- Ability to travel within the province to events and meetings, as well as occasional national travel.
- The starting salary for the position will be \$53,000 with annual increments.
- Attractive Health care benefits.
- An employer-matched RRSP contribution plan.

### ***To Apply:***

- If you are interested in exploring this exciting opportunity, please provide a detailed cover letter and resume to the attention of: Jacqueline Eiwanger at [jac@softball.sk.ca](mailto:jac@softball.sk.ca)
- Deadline for Applications is January 4<sup>th</sup>, 2026
- Note: Only individuals chosen for an interview will be contacted.