



Employment Opportunity Sport Development Director

ORGANIZATION OVERVIEW

Softball BC is the governing body for softball in the province of British Columbia. Committed to providing leadership and development to participants throughout the province, we are a dynamic, forward-thinking organization.

[website](#)

Established in 1948, Softball BC currently has over 15,000 playing members throughout the province. We are fully engaged in all disciplines of softball and provide opportunities for youth and adults through our programs, from community-based to high-performance competitions. Softball BC values inclusiveness, diversity and equity through our Vision of Softball for Everyone.

ROLE SUMMARY

Reporting to the Executive Director, the Sport Development Director is responsible for planning and delivering player development programs, including the BC Games and Canada Summer Games. They lead the delivery of coach development programs and steward the successful delivery of programs aimed at underrepresented communities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES

The ideal candidate is passionate about the game and has a strong working knowledge of softball administration and delivery at all levels.

Specifically, you should have:

- Must reside in the province of British Columbia.
- Degree in Kinesiology, Sports Administration and/or related experience.
- Strong working knowledge of softball administration and delivery at all levels.
- 2–3 years of experience in event management and program development is preferred.
- 2 years of customer service and staff supervisory experience preferred.
- Knowledge and understanding of the National Coach Certification Program.
- Strong communication, relationship-building, and interpersonal skills.
- Highly organized and proactive with superb time management in a busy working environment.
- Ability to work both independently and in a team under stressful and high-pressure situations.
- Excellent problem-solving and conflict-resolution skills with the proven ability to lead others.
- Strong written and verbal communication skills with the ability to adapt to a fast-paced environment.
- Knowledge of Microsoft Office and strong computer skills.
- Completion and maintenance of a clear Criminal Record Check is required.
- Long-term Athlete Development (LTAD) and/or Physical Literacy training is required.
- Flexibility in work hours is essential as some evening and weekend work is required.
- Ability to travel within the province to events and meetings is required.



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JOB DETAILS

Location: Fully remote, but must reside in British Columbia
Reporting to: Executive Director
Job Status: Permanent full-time 1.0 FTE (75 hours bi-weekly)
Compensation: Annual salary range is \$65,000 to \$75,000. Salary commensurate with experience, skills and qualifications. Comprehensive extended health care benefits with an employer-matched RSP contribution plan.
Start Date: Negotiable. Preference is October 20, 2025

TO APPLY

Please submit your cover letter and CV to executive.director@softball.bc.ca. Applications will be accepted until the role is filled. Preference will be given to candidates who submit their resume and cover letter before **5:00 pm, Friday, September 19, 2025**. Only individuals chosen for an interview will be contacted.

Softball BC is proud to be an equal opportunity employer, committed to creating an inclusive workforce that reflects the diverse community we proudly serve. All applicants will receive consideration for employment without regard to race, colour, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, disability, or age. If you require any support or accommodations throughout any stage of the recruitment process, please advise the Executive Director at the email included in this post.



Sport Development Director Position Outline

POSITION SUMMARY

Reporting to the Executive Director, the Sport Development Director is responsible for planning and delivering player development programs, including the BC Games and Canada Summer Games. They lead the delivery of coach development programs and steward the successful delivery of programs aimed at underrepresented communities.

KEY RESPONSIBILITIES:

Player Development

- Play a leading role in the planning process, and thereafter coordinate and implement the Performance Program for male and female participants aligned with the Softball BC Long Term Participant Development Program and the Softball Canada Long Term Participant Matrix.
- Plan, coordinate, and implement the Regional Developmental and Performance Stream Program for male and female athletes aspiring to further their participation within the Athlete Pathway.
- Plan, coordinate and implement the Team BC Provincial Program for the Canada Summer Games - Includes coaching staff selection, tryout schedule, player selection, overseeing team budget, travel arrangements, and ensuring full compliance with Softball BC policies and operating rules as they relate to each category.
- Primary contact for the organization with the Canadian Sport Centers and Pacific Sport Network for registered athletes in our province.
- Create and promote ethical and culturally diverse program guidelines that deliver a fun, inspirational, positive experience for all. Oversight and support of Learn to Play programming.
- Work closely with all regions within the Aboriginal Partners Council to develop effective softball programming tailored to each area.
- Work closely with member associations to develop initiatives aimed at underrepresented communities.
- Ensure that support for athlete development aligns with identified portfolio priorities and that associated policies and procedures are reviewed, updated, and/or created as necessary or appropriate.

Coach Development

- Lead in the planning, practical coordination, and delivery of the National Coach Certification Program (NCCP). This includes oversight in the coordination and/or training of NCCP facilitators and evaluators, assigning facilitators, overseeing registration, ordering and shipping materials, and working with the clinic host to ensure all criteria are met.
- Complete the necessary administrative requirements in the delivery of the NCCP programs and manage the upload of NCCP candidate information to the Coaches Association of Canada (CAC) 'Locker' database.



Sport Development Director Position Outline

- Take the lead on coaching conferences hosted by Softball BC within the framework of approved budgets and policies; arrange facilities, presenters and support staff to deliver the events successfully.
- Primary liaison to communicate and facilitate the administration of the mentoring and apprenticeship programs. The Director is the primary liaison with viaSport and ISPARC for their coach internship programs.
- Apply Softball BC's policies and procedures for the application of professional development points to third-party events.
- Staff liaison to the Coaching Development Committee. Manage administrative duties per the committee's terms of reference and communicate relevant information to members of this committee.
- Working with the Can Pitch Coordinator, manage the Can Pitch program in BC, by recruiting and training instructors, and tracking activities as required by Softball Canada.

Governance

- Attends the Umpire Advisory Council, Minor Advisory Council, Men's & Women's Advisory Council and the Slo-Pitch Advisory Committee.
- Staff Liaison for the Coaching Development Committee.

Human Resources

- Oversee Team BC coaching staff - recruitment, onboarding, criminal record, safe sport submissions/requirements and direct supervision.
- Oversee the selection of Zone Coaching Staff for the BC Summer Games - onboarding, criminal record, safe sport submissions/requirements and direct supervision.
- Recruit volunteers and staff to serve on Task Groups, Work Groups and Committees.
- Where applicable, recruits, hires, onboards, manages and evaluates other staff under their direction.

General Administration

- Effectively manage budgets related to their portfolio, coordinate invoicing and payments with the accounting team, and provide reconciliation to the Executive Director as necessary.
- As necessary, prepare appropriate data for internal reports and governing bodies (Softball BC, ViaSport, Sport Canada, Softball Canada, Sport BC and any other authorized body).
- Work collaboratively with the Member Services and Communications Manager to create or curate content for the website, social media, and newsletter, promoting athlete development programs and services in line with program delivery windows throughout the seasonal year.
- Lead in the production and circulation of program surveys following the culmination of each course, clinic or event.
- Ensures that time-sensitive items are highlighted and brought to the attention of the Executive Director or other appropriate staff. Follows through on critical or time-sensitive messages.
- In conjunction with the Executive Director, administer and monitor all Safety and Risk Management Programs.



Sport Development Director Position Outline

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- Attend meetings as necessary, within the framework of the association's budgetary allowances. These may include, but are not limited to, coach developer meetings, AGM, Softball Canada coach developer meetings, CAC, ViaSport, and Softball Canada meetings.
 - Other duties as assigned, from time to time, by the Executive Director.