



## Employment Opportunity Umpires & Championships Director

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### 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 Programs and Championship Director is responsible for planning and delivering successful delivery of district and provincial competitions as well as the participation of BC teams in the Western Canadian and Canadian Championships. They lead the delivery of umpire development programs.

### 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 is preferred.
- 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 Google Workspace and strong computer skills.
- Completion and maintenance of a clear Criminal Record Check 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](mailto: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.



# Umpires & Championships Director

## Position Outline

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### **POSITION SUMMARY**

Reporting to the Executive Director, the Programs and Championship Director is responsible for planning and delivering successful delivery of district and provincial competitions as well as the participation of BC teams in the Western Canadian and Canadian Championships. They lead the delivery of umpire development programs.

### **KEY RESPONSIBILITIES:**

#### **District, Regional and Provincial Championships**

- Oversee the planning and delivery of exceptional participant experiences at all Softball BC championships, from host assignments to final reports.
- Organize and carry out all administrative functions in support of hosts and Softball BC Representatives at events.
- Develop and maintain the championship host guidelines, including bid applications, hosting agreements and post-event evaluation tools.
- In consultation with the Executive Director, prepare orders for prizes, medals, balls, and other items as needed.

#### **Western and Canadian Championships**

- Primary liaison with the Western Canadian Softball Association and Softball Canada as it pertains to coordinating the participation of BC teams in all Western Canadian and Canadian Championships.

#### **Umpire Development**

- Support the Provincial Umpire in Chief (PUIC) in developing tactics to recruit and retain umpires.
- Manage and facilitate umpire clinics. Liaise with the Member Services and Communications Manager to set up registration and promote the clinics. Provide analysis and results for government and NSO reporting. Coordinate with the Member Services and Communications Manager to deliver clinic materials. Oversee and approve expense claim forms and invoices related to umpire clinics.
- In collaboration with the PUIC, facilitate the participation of BC-appointed umpires at the Western Canadian and Canadian Championships.

#### **Governance**

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

#### **Human Resources**

- Recruit volunteers and staff to serve on Task Groups, Work Groups and Committees.
- Where applicable, recruits, hires, onboards, manages and evaluates staff under their direction.



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### **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).
- 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.
- Work collaboratively with the Member Services and Communications Manager to create or curate content for the website, social media and newsletter per the annual communication plan.
- Lead in the production and circulation of program surveys following the culmination of each regional and provincial championships and all umpire-related clinics/courses.
- In conjunction with the Executive Director, administer and monitor all Safety and Risk Management Programs.
- 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.