

Job Title: Coquitlam Little League - League Administrator
Reports to: Coquitlam Little League Board of Directors
Location: Remote & In Person
Start Date: February 1, 2023
Closing: January 6, 2023 or until filled
Terms: Contract, approximately 20 hrs/wk. Reviewed annually in September
Compensation: \$35/hr

Background:

Coquitlam Little League (CLL) offers year round baseball opportunities in a variety of capacities for approximately 800 players annually. Led by a volunteer Board of Directors, CLL is known for offering a high quality experience to these players and their families both on and off the field. To better support the CLL community, the Board of Directors is looking for a contractor who can support with administrative tasks.

Summary:

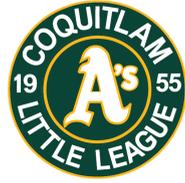
Reporting to the CLL HR Committee, the successful candidate will bring strong customer service skills, be highly organized and efficient, and possess excellent communication and technology skills to better serve club membership. Attention to detail, transparency and integrity will be essential to your success.

An overview of the League Administrator position is listed below (Appendix A)

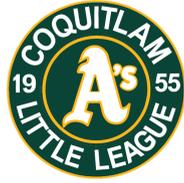
A proposed list of League Administrator duties are listed below (Appendix B). Note this position is new and will continue to evolve. This job description indicates the general scope and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent.

Qualifications

- Customer service oriented.
- Excellent oral and written communication skills with high attention to detail.
- Highly organized and flexible with the ability to multitask and meet challenging deadlines.
- Must be self-starter and able to complete projects with limited supervision.
- Availability to work non-standard hours (some evenings/weekends) as required.
- Strong computer skills Microsoft Office (Excel, Word, PowerPoint).
- Must clear a criminal record check and vulnerable sector search.
- Must have a valid driver's license and access to a vehicle.
- Experience working, volunteering or being a member of a community sports organization is an asset.



Interested candidates may apply by submitting a CV with cover letter at <https://forms.gle/F3RiH9Erg3UC6Zaj7>. Coquitlam Little League celebrates diversity and are committed to creating an inclusive environment for all. We thank all applicants, but only those selected for an interview will be contacted. No phone calls, please.



Appendix A

Coquitlam Little League League Administrator Position Overview

Coquitlam Little League (CLL) offers year round baseball opportunities in a variety of capacities for approximately 800 players annually. Led by a volunteer Board of Directors, CLL is known for offering a high quality experience to these players and their families both on and off the field.

CLL has created a League Administrator role to support the administrative and operational requirements necessary to continue offering this experience while promoting growth within the community.

Overview

Reporting to the Board of Directors, the League Administrator role is a year round contract position based on 20 hours per week, recognizing that some weeks (Winter) may be only 5-10 hours while other weeks (Spring - Summer) will be significantly more than 20 hours. A full list of prioritized responsibilities are available in appendix B. Note that this position is new and will evolve based on regular communication between the League Administrator, Board of Directors and League Membership.

Communication

The League Administrator will have a CLL email address for league communication. They will also be given access to the CLL document library, website and registration system. The position will use their own phone and computer. Regular communication will occur between the League Administrator and the Board of Directors through the League Human Resources Committee.

Schedule

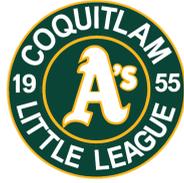
This position will require a flexible schedule that includes evenings and weekends. The Spring and Summer months are significantly busier than the Fall and Winter months.

Reporting

The League Administrator will report directly to the Board of Directors with oversight provided by the Human Resources committee.

Compensation

As this is a contract position, the League Administrator will invoice CLL at the end of each month for hours worked and will include an accompanying report that outlines the work performed during that month. Billable hours will be invoiced at \$35/hr.



Appendix B

Coquitlam Little League League Administrator Sample of Position Responsibilities

Board Support

- Attend monthly Board of Directors meeting
- Meet monthly with the HR Committee to discuss logged activities and forecasted goals
- Meet weekly with the League President to discuss duties and responsibilities

Communication

- Manage 'communication' email and responded as needed
- Distribute emails to Board members when necessary
- Create a monthly newsletter for registered families
- Create a quarterly newsletter for alumni

Fundraising

- Earn at least \$40,000 (approximately \$55/per player) in fundraised revenue focusing on fundraisers that require minimal resources (time and money) from currently registered families.

League Manuals

- Create a 'Post Season' manual that outlines expectations of post season managers as they progress through the tournament season
- Create a 'League Operations' document that will serve as a manual to direct future Board Members

Library

- Organize and maintain CLL Board of Directors library (Google Drive)

Record Checks

- Work with League President to track completed record checks for volunteers
- Follow up with volunteers who have not completed record checks

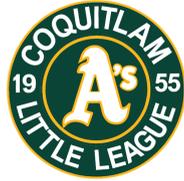
Reporting & Invoicing

- Deliver monthly report at Board of Directors meeting
- Submit monthly invoice including log of hours and tasks completed during hours
- Meet monthly with the HR Committee to discuss completed tasks and forecasted goals

Special Events

Closing Ceremonies

- Plan closing ceremonies based on direction from Board of Directors
- Work with Division Coordinator to identify most sportsmanlike team for each division



- Secure speakers, anthem singer and additional guests as needed
- Secure photographer to document event

Picture Day / Batathon

- Coordinate Picture Day time and location with photographer
- Create schedule for team photos
- Promote schedule to Board of Directors and teams as needed
- Coordinate location logistics for event
- Coordinate volunteers for event
- Setup Batathon software
- Market/promote batathon to CLL membership and in community
- Organize batathon event
- Prepare summary report of batathon

Sponsorship

- Identify, pursue and secure community sponsors
- Work with finance committee to invoice and track sponsorship payments

Tournaments

- Work with subcommittees to plan, organize and implement tournaments
- Coordinate volunteers to support tournament logistics

Volunteers

- Develop and maintain volunteer database
- Train volunteers as required
- Ensure special events and tournaments have volunteers as needed
- Order volunteer awards through Little League as needed

Other

- Represent CLL at community and Little League events
- Work with Human Resources subcommittee to evaluate and grow responsibilities

As this is a new position, flexibility and adaptability are required as responsibilities will change based on the needs of the CLL Membership which will be communicated through the Board of Directors.