

Job Posting: Community Sport Coordinator

About RBC

Ringette BC (RBC) has been leading the sport of ringette in BC for over 40 years and is the recognized provincial sports organization representing ringette in BC. As a registered non-profit society, RBC is responsible for the administration, advancement and promotion of ringette throughout the province of British Columbia. RBC works in partnership with local, regional, provincial and national ringette organizations and sport system providers to create a safe dynamic environment for participation and development at all levels and for all age groups. With more than 22 local Club Associations and Leagues around the province, RBC continues to grow and expand ringette access across the province.

Position Overview

RBC is seeking a full time Community Sport Coordinator to directly support the associations and leagues offering ringette programming around the province. This new position requires an individual with excellent time management, communication and interpersonal skills, as well as knowledge and experience in sport operations. Working under the direction of the Executive Director, the Community Sport Coordinator's primary responsibility will be to support ringette associations and leagues within BC.

Job Overview

Community Sport Coordinator, Ringette BC

Nature and Scope

The Community Sport Coordinator is responsible for working with Ringette BC (RBC)'s 20+ local associations and the four leagues overseeing regional ringette programming. Reporting to the Executive Director, the Community Sport Coordinator will collaborate with local association and league leadership representatives (e.g. members of local association Boards of Directors) to ensure smooth local operations for optimal program delivery and organizational growth.

Core responsibilities include:

- Membership communication
- Policy and process education, enforcement, and recommendations:
- Association and league support
- Support with Ringette BC programs and events as needed

Key Attributes and Experiences Required

Education and Qualifications

- Diploma in Sport Management/Administration, recreation and/or the equivalent working experience in a related field
- Demonstrated commitment towards professional development
- Coaching or officiating credentials in any sport (or in leadership of these areas) considered an asset

Knowledge

- Working knowledge of sports administration and recreation management principles and practices
- Knowledge of the BC amateur sport landscape, including government initiatives and requirements
- Knowledge of the BC Societies Act and its application for local sport organizations
- Knowledge of leadership and management principles as they relate to non-profit/voluntary organizations

Skills and Abilities

- Experience in managing volunteers, athletes, sports, or education related organizations
- Experience in initiating, planning, implementing, and evaluating programs and services
- Proficient with technology, including but not limited to the Office Suite, productivity software tools and social media applications.
- Ability to triage and prioritize tasks and projects, and work with staff and volunteers to delegate appropriately
- Strong verbal and written communication
- Strong problem solving and critical thinking independently and in collaboration with key leaders, when appropriate

Position Details

- **Position Title:** Community Sport Coordinator
- **Organization:** Ringette BC
- **Reports to:** Executive Director, Ringette BC
- **Work Location:** Remote - BC based, with occasional travel
- **Hours of Work:** 35 hours per week
- **Salary:** \$25-28/hour, based on experience and qualifications
- **Employee Type:** Full-Time
- **Target Start Date:** May 1, 2026
- **Contract Term:** March 31, 2027 with the possibility of renewal

How to Apply

To be considered for this opportunity, please address your cover letter, resume, related Documentation, and three references electronically to:

Rebecca Tamil Selven - Executivedirector@bcringette.org

Applications will begin being reviewed Friday, March 27, 2026, however the position will remain open until filled.

Notes:

- RBC appreciates the interest of all applicants, only those who are invited for an interview will be contacted.
- The successful applicant must pass a Criminal Record Check as a condition of hiring.