



**ANTIGONISH BASEBALL ASSOCIATION
JOB DESCRIPTION: SUMMER PROGRAM COORDINATOR(S)**

THESE POSITIONS ARE CONTINGENT ON FUNDING FROM CANADA SUMMER JOBS

GENERAL ACCOUNTABILITY

Reporting to the Antigonish Baseball Association Executive Committee, the summer program coordinator(s) will be responsible for assisting in the safe delivery of Antigonish Minor Baseball, Antigonish Challenger Baseball, and Antigonish Minor Softball programs. The coordinator(s) will assist with the day-to-day operations, some maintenance, and take an active role in special events. An important role of the position will also be to provide support to the Antigonish Challenger Baseball program, an adapted baseball program for children with cognitive and/or physical special needs. This position may also involve contributing on behalf of minor baseball and softball to the National Special Olympics, which is being hosted in Antigonish this summer.

SPECIFIC DUTIES

- Assist with the development and delivery of baseball, challenger and softball programs for children aged 4-18 years by
 1. Helping to develop age-specific weekly practice plans including adapted plans for children in the challenger program;
 2. Assisting with the planning and implementation of practice plans;
 3. Communicating with other coordinators, coaches and volunteers.
- Supervise, coach and provide leadership for children participating in baseball, challenger, and softball to ensure a safe and caring environment that promotes positive child development;
- Responsible for nightly field set-up and clean-up (Monday to Thursday with some weekends);
- Assist with storage and equipment maintenance;
- Assist with field maintenance or improvement projects in in coordination with Town Recreation Staff;
- Help provide services for games, tournaments and special events such as first aid services, announcing duties, scorekeeping, running the canteen, etc;
- Enforce health and safety procedures of Antigonish Baseball Association and Antigonish Minor Softball;

- Communication with other coordinators, coaches, volunteers and families;
- Provide some administrative support to ABA and AMSA as required, which may include development of curricula, policies, and procedures; maintaining records and paperwork; liaising with local, provincial, and national sport organizations such as Challenger Baseball Nova Scotia, National Challenger Baseball, Baseball Nova Scotia, and Softball Nova Scotia; and researching potential funding opportunities.
- Various other duties as assigned by the Antigonish Baseball Association Executive Committee.

QUALIFICATIONS AND COMPETENCIES

- Applicant must be returning to or entering a post-secondary education program
- Experience leading children's programs
- Baseball / Softball knowledge and background
- Knowledge in program development
- Must hold current CPR and First Aid Certificates
- Must hold a valid driver's license
- Must be willing to supply a recent Criminal Record Check
- Access to a vehicle is considered an asset
- Must have transportation to worksite (Dr. John Hugh Gillis Regional High School Fields)
- Access to a computer and Internet is considered an asset
- Coaching or umpiring experience is considered an asset
- Ability to work in a team as well as independently
- Must have a high level of organizational skills
- Ability to communicate appropriately through email and telephone
- Evening and weekend work will be required
- Some local and provincial travel may be required
- Candidates from recognized minorities are encouraged to self-identify

GENERAL INFORMATION

- Position is for 8 weeks with the possibility of being extended for 4 additional weeks
- Schedule may vary by week. Hours will include Monday-Thursday evenings and some weekends.
- Salary: \$10.85/hour
- Please e-mail resume along with cover letter by May 14, 2018 to antigonishbaseball@gmail.com
- We thank all candidates for their interest, however only those under consideration will be contacted.