



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

***THESE POSITIONS ARE FUNDED BY CANADA SUMMER JOBS. SUCCESSFUL APPLICANTS  
WILL BE SUBJECT TO THOSE PROGRAM REQUIREMENTS***

**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 program planning, preparation, and delivery; cleaning/disinfection of equipment and facilities; some maintenance; and administration. Effective communication is an important role of the position.

**SPECIFIC DUTIES**

- Assist with the development and delivery of baseball, challenger and softball programs for children aged 4-19 years by:
  1. Helping to develop age-specific practice and training plans and materials. This year this will include helping to develop adapted plans and programs as part of our response to Covid-19.
  2. Assisting with the delivery and implementation of practice and training plans.
  3. Communicating with other coordinators, coaches, and volunteers.
- Supervise, coach, and provide leadership for those participating in baseball, challenger, and softball programs to ensure a safe and caring environment that promotes positive child development.
- Responsible for field set-up and clean-up (Monday to Thursday with some weekends).
- Assist with storage and equipment maintenance, including disinfection procedures.
- Assist with maintenance and facility cleaning/disinfection in coordination with Town Recreation.
- Enforce health and safety procedures of Antigonish Baseball Association and Antigonish Minor Softball in accordance with Association, Municipal and Provincial guidelines.
- Communication with other coordinators, coaches, volunteers, and families.
- Provide administrative support to ABA and AMSA as required, which may include development of curricula, policies, and procedures; maintaining records and paperwork; working with social media, liaising with local and provincial organizations; and researching potential funding opportunities.
- Various other duties as assigned by the Antigonish Baseball Association Executive Committee.

## **QUALIFICATIONS AND COMPETENCIES**

- Applicant must meet Canada Summer Jobs participant eligibility criteria (i.e. be between 15-30 years of age; a Canadian citizen or equivalent, have a valid SIN, be legally entitled to work in Canada)
- Candidates from recognized minorities are encouraged to self-identify
- The ideal candidate will have experience leading children's programs
- The ideal candidate will have Baseball / Softball knowledge and background
- The ideal candidate will have knowledge in program development
- Must hold or be willing to obtain current CPR and First Aid Certificates
- Must be willing to obtain and supply a recent Criminal Record and Child Abuse Registry check
- Must have or be willing to complete, as part of the job, SafeSport training
- Must have a high level of organizational skills
- Must have the ability to work in a team as well as independently
- Must be able to communicate effectively and appropriately through various means
- A valid driver's license and access to a vehicle is considered an asset
- Access to a computer and Internet is considered an asset
- Coaching or officiating/umpiring experience is considered an asset
- Evening and weekend work will be required
- Some local and provincial travel may be required

## **GENERAL INFORMATION**

- Position is for 8 weeks with the possibility of being extended for 4 additional weeks
- Considering Covid 19 concerns and restrictions from Public Health and the Town of Antigonish, all employees will be expected to strictly follow and demonstrate safe public health and sport specific "return to play" guidelines. These will be reviewed with successful candidates.
- Schedule may vary by week. Hours will include Monday-Thursday evenings and some weekends.
- Salary: \$12.95/hour
- Please e-mail resume along with cover letter by May 18, 2021 to [antigonishbaseball@gmail.com](mailto:antigonishbaseball@gmail.com)
- We thank all candidates for their interest, however only those under consideration will be contacted.