

Position: Director of Operations, SMBA

Location: Saskatoon, Saskatchewan, Canada

Duration: Full-time, permanent (must be able to work flexible hours while the league is in season)

Reports To: SMBA Board of Directors

Director of Operations is a highly motivated, very organized, detailed orientated, and positive individual to manage all facets of league operations.

Salary Range: \$45,000-\$55,000 – Salary commensurate on qualifications and experience

Education: A Bachelors Degree in a related field and/or relevant experience working for a sport organization is required.

Job Details:

The Director of Operations will serve as Chief Executive Officer for SMBA to ensure:

1. Goals, objectives, and policies established by the Board of Directors are achieved.
2. Involvement in the yearly strategic planning process for the organization by bringing recommendations and suggestions for league enhancement.
3. The SMBA maintains a prominent leadership role for basketball organizations in the city and promotes the growth of basketball in our community.
4. SMBA's business holdings are properly overseen, exercising leadership and direction that will promote the efficient operation of the organization, which includes the pursuit of various Grant Application Opportunities.
5. Oversight and accountability for SMBA's corporate planning, league operations and administration application, finances, marketing/sales, and administration - Including bookkeeping and regular financial reporting to the board of directors.
6. Recruitment, training, evaluating, retention and oversight of Community Coordinators and volunteer coaches for the league.
7. Supervision of 1 contract, approx. 150 casual employees and 300 plus volunteer coaches.

The Directory of Operations will also serve as the Chief Operations Officer for the SMBA to ensure

1. Ongoing daily communication via telephone, email, mail and through the SMBA website with members
2. Maintenance of various SMBA social media accounts (Twitter/Facebook/Instagram/ SMBA website management)
3. Delivery of the yearly communications campaign with a strong focus on social media
4. Procurement of facilities, equipment and SMBA merchandise.
5. Creation of league schedules and assisting onsite with various league programs, tournaments, yearly evaluations, playoffs and windups as required.
6. Maintenance and record keeping of games being played throughout the season.
7. Management of our SMBA Gymnasium Supervisors and accurate scheduling and maintenance of an "APP" to coordinate work schedules.
8. Maintenance of associations with partnering organizations (Sask Sport, Basketball Saskatchewan) to enhance working relationships and sustain funding levels.

Required Skills:

1. Sound financial and business experience with a firm background in, bookkeeping and financial reporting, payroll, and budget development.
2. Basketball experience and in-depth knowledge that would help establish goals and grow the sport of basketball for officials, coaches, and athletes in Saskatoon.

3. Has experience and/or the ability to maintain current and seek out new partnership opportunities to grow the SMBA basketball network. This will include financial, marketing and sport organizations.
4. Technical proficiency with a variety of software and platforms, included but not limited to: accounting software – QuickBooks, social media (Facebook, Instagram, Snapchat and Twitter), Adobe InDesign, Office products (word and excel), website maintenance on the required platform, and Human Resources Scheduling programs/mobile apps.
5. Strong communication skills are an asset.
6. Knowledge of the basketball community in the city of Saskatoon.

Application Details:

- Application Deadline: **May 10, 2021**
- Successful applicant will be required to provide a vulnerable sector Criminal Record Check
- References will be required upon request

Submission Instructions: Email cover letter and resume to:

SMBA Vice President, Brad Smith - saskatoonminorbasketball@gmail.com