



Posted: June 21/24

VRPA is looking for a Contract Programmer

Job Title: Contract Programmer
Location: Victoria, British Columbia
Salary/Rate: \$32.00 - \$36.00 per hour
Estimated Hours: Could vary from 450-650 hours
Requirements: Work from home, access to a computer and a cell phone. Number of hours worked is according to the monthly programming demands.

About Us: Victoria Regional Pickleball Association is a membership based not for profit with a membership of over 900. The 7-member volunteer Board organizes high quality, affordable programs both instructional and non-instructional at various times during the year. We advocate for the pickleball community, we promote education of pickleball along with developing a community of coaches and referees.

About the Role: The job's main purpose is to draw on the pre-established programs, coordinate and implement those programs and communicate with the membership, the coaches and the Board. The successful applicant will report to the President or their designate, and, on financial matters to the Treasurer. And, will be in direct communication with the Board's Facility Manager. This position is crucial to the success of the organization and is front and centre in meeting the needs of the membership.

Responsibilities:

- Using a pre-established format, schedule instructional and non-instructional classes at various facilities in Greater Victoria
- Communicate with Instructors on schedule and instructional program offerings.
- Ensure instructors sign a contract. Monitor Instructor hours and submit instructor hours to the Treasurer
- Post programs on SignUp Genius platform
- Monitor registration and adjust schedules as needed

- Inform membership of program offerings through email and website
- Volunteer Management: find and monitor volunteers to facilitate programs
- Provide registration lists to instructors and facilitators
- Ensure all equipment is in place
- Monitor the VRPA programs gmail account and respond to emails

Candidate Requirements:

- Preference given to candidate who knows the sport of pickleball
- Exceptional computer skills including Word, Excel and Google documents
- Can meet deadlines
- Strong communication skills, ability to converse with players who may be upset and communicate clearly with the Board designates on issues

Contact Us to Apply

This is a wonderful opportunity to experience the fastest growing sport in North America. If you have some strong communication skills and a background in sports programming, we want to hear from you.

Contact us at: vicrpbba@gmail.com