

Organization: Regina Community Basketball Association

Job Title: Officials Assignor

Job Description:

The Regina Community Basketball Association (RCBA) is inviting applications for the position of Officials Assignor. Founded in 1931, the RCBA is a not-for-profit, community oriented league that delivers basketball programs based on the principles of fun, fair play and development. The league currently maintains membership of nearly 1600 players in the Regina area who are involved in either the Fall/Winter Program or the 3on3 Spring Program.

Reporting to the Board of Directors and Executive Director, the Assignor supports the Executive Director in managing the scheduling of the leagues officials. Essential responsibilities include; onboarding procedures for new referees, ensuring all officials slots for games are assigned in both the fall/winter league and 3on3 program, and payroll tracking.

You will work in partnership with the Referee in Chief to ensure that you have the correct information on officials experience for assignments as well as providing assignment information to the Referee in Chief for the purpose of assisting with the booking of evaluators/mentors. The position will also act as a liaison between our organization and RABO when assigning requests come up from outside of our league.

This position will appeal to those with strong organizational and interpersonal skills. Familiarity with the referee community in Regina and its common booking practices would be seen as an asset.

This part time, contract position will require approximately 10-15 hours of work per week during our leagues fall/winter season which runs from October-March, as well as 2 hours per week during our Spring 3on3 program. You will also have the ability to commit to strategic planning sessions in the spring and quarterly board of directors meetings. A portion of the weekly in season time commitment will be expected to be on call during the start of game days to deal with any issues that come up with last minute cancellations of referees or issues at facilities.

The RCBA thanks all who apply, however only those selected for an interview will be contacted.

Application Process: To apply, please submit resume and cover letter to rcbaadmin@sasktel.net

Close Date: June 29th 2018