



## **Chilliwack Minor Baseball Association**

### **Baseball Operations & Development Manager**

**(Administrative & Player Development Leadership Role)**

**Reports To:** CMBA Board of Directors

**Position Type:** Independent Contractor - Paid with seasonally variable

**Organization:** Chilliwack Minor Baseball Association (CMBA)

## **Position Overview**

Chilliwack Minor Baseball Association (CMBA) is seeking a highly organized administrator **and** an experienced baseball leader to serve in a combined role supporting both **association operations** and **baseball development**.

This position is ideal for a **high-level player or coach** with strong leadership skills who is equally comfortable managing administrative systems, supporting a volunteer board, and leading baseball development initiatives across all age groups.

The Baseball Operations & Development Manager will play a critical role in ensuring CMBA delivers a **well-organized, positive, and development-focused baseball experience** for players, coaches, volunteers, and families.

CMBA operates year-round with seasonal peaks (Spring, Summer, Fall, and Winter), meaning workload will fluctuate depending on the time of year.

## **Key Responsibilities**

### **1. Administrative & Organizational Leadership**

- Serve as the primary administrative support to the CMBA Board of Directors
- Coordinate and support / Assist with board meetings (scheduling, agendas, reminders, and follow-ups)
- Provide governance structure and administrative continuity to a volunteer-led organization

- Manage CMBA communication platforms
- Oversee player registration, payment tracking, refunds, and outstanding balances
- Act as the central point of contact for operational inquiries from families, coaches, and volunteers
- Maintain and manage master schedules for fields, practices, games, and indoor facility usage
- Coordinate / assist with facility bookings and work with municipal partners to manage contracts and compliance
- Support / assist equipment, uniform, award, and supply ordering
- Maintain / Assist CMBA website content and collaborate with social media volunteers
- Support Criminal Record Check tracking and compliance
- Assist with BC Minor Baseball filings, declarations, and required documentation
- Support sponsorships, tournaments, fundraising events, and special initiatives
- Set up and manage volunteer sign-ups

## **2. Player & Coach Development Leadership**

- Oversee player development programming from entry-level baseball through high-performance divisions
- Create and implement consistent development standards and practice frameworks across all age groups
- Develop clear, accessible practice plans to support volunteer coaches
- Mentor and support coaches in practice delivery, player management, and development philosophy
- Assist with coach selection for competitive and high-performance teams
- Lead or support player evaluation processes and team formation
- Serve as a visible and approachable baseball leader within the association
- Promote a positive, inclusive, and development-focused baseball culture
- Represent CMBA at games, practices, evaluations, clinics, and community events
- Support and mentor junior or developing coaches
- Assist with planning and delivery of fall, winter (indoor), spring, and summer programming

### **3. Seasonal Responsibilities (High-Level)**

#### **Fall**

- Player evaluations and team formation support
- Development programming and coach support

#### **Winter**

- Lead or support indoor training programs
- Oversee day-to-day indoor facility operations
- Support after-school and/or development programs

#### **Spring & Summer**

- Ongoing coach and player support
- Attend practices and games as scheduled
- Support competitive teams and programming

## **Qualifications & Attributes**

### **Required Skills & Experience**

- Strong organizational and time-management skills
- Ability to manage multiple priorities in a fast-paced, seasonal environment
- Excellent communication and interpersonal skills
- Comfortable working with volunteers, parents, athletes, and board members
- Ability to work independently with minimal supervision
- Proficiency with Google Suite, spreadsheets, and digital platforms
- Willingness to work evenings and weekends during peak seasons

### **Baseball & Leadership Assets**

- High-level playing or coaching experience strongly preferred
- Knowledge of player development pathways and coaching best practices
- Experience mentoring or leading coaches

- Youth sport administration experience considered an asset
- Ability to balance development philosophy with operational realities

## **What CMBA Offers**

- A meaningful paid role impacting youth athletes in the Chilliwack community
- Opportunity to shape baseball development and organizational excellence
- Flexible scheduling with seasonal workload variation
- Competitive compensation based on experience
- Collaborative, community-focused environment
- Opportunity to grow the role as the association evolves

## **Additional Information**

This job description outlines the primary responsibilities of the role but is not exhaustive. Additional duties may be assigned by the CMBA Board of Directors as required.

## **Contact:**

Please email resume and references to Jeremy Hall at [cmbaexecutive@gmail.com](mailto:cmbaexecutive@gmail.com) by March 28, 2026