

**PART-TIME POSITION AVAILABLE**

**MINOR BASEBALL ADMINISTRATOR**

The Saskatoon Baseball Council Inc. is seeking an individual to serve as the Administrator for the Minor Baseball Divisions. This is a part-time position with most work occurring during the period mid-March to September. Hours will vary from week-to-week depending on the duties assigned.

This position will provide administrative support to the Minor Division Operations Committee and to the four Minor Divisions. This support will include, but not be limited to, scheduling, distribution of information to Divisions, maintaining records of player numbers, preparing grant submissions and follow-up reports, assisting with tournament arrangements and handling inquiries about minor baseball.

The successful applicant will be capable of working with minimal supervision, have good communication and organizational skills, and be familiar with the use of Word, Excel, PowerPoint and Adobe Acrobat. Basic book-keeping knowledge and an understanding of the operation of minor baseball in Saskatoon are definite assets.

Submit your resume or statement of qualifications with a cover letter by mail to Saskatoon Minor Baseball, 709 Cumberland Avenue S, Saskatoon, SK S7H 2L5 or by email to [geoff.hughes@shaw.ca](mailto:geoff.hughes@shaw.ca).

Applications will be accepted until May 31, 2011 or until the position is filled.

For more information, including remuneration and complete details of the duties required, contact the Minor Division Supervisor, Geoff Hughes, at [geoff.hughes@shaw.ca](mailto:geoff.hughes@shaw.ca) or 373-0962.