



**2015 BC Athletics Student Summer Employment Opportunity  
Track & Field and Road Running Program Assistant**

(Supported by: The Canada Summer Jobs Program - Government of Canada and BC Athletics)

BC Athletics has an immediate 16 week Summer Student job opening.

**Job Position:** Track & Field and Road Running Program Assistant

**Estimated Length of Employment:** 16 weeks

**Starting Date:** Thursday, May 11, 2015

**Ending Date:** Friday, August 28, 2015

**Program (Federal Govt) requirements for all applicants:**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time post-secondary student in the previous academic year (2014/15) and intends to enroll or return to post-secondary school on a full-time basis in the next academic year (2015/16);
- be Canadian citizens, permanent resident or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations; and
- not be a family member or related to members of the BC Athletics Board of Directors or Staff.

**Job Responsibilities:**

**Track & Field**

- Marketing and Communications – assisting with Track & Field program and event promotion, media releases, BCA blog, website postings, sponsor servicing and the development of promotional materials.
- Assisting with the delivery of Track & Field Development Camps for Children/Youth.
- Competition Results, Rankings, Statistics, Analysis – insure results are being posted in the rankings and provide reports as may be requested – T&F and Road Running.
- BC Team Program – assist with the team entries, travel, accommodation, communications with athlete and team staff and uniforms for BC Teams competing in National Championships.
- Coach and Officials Training and Education – assist in preparation of information & delivery of Training courses inclusive of direct delivery to First Nations Coaches.
- Para-athletics –assist with the inclusion of Para-Athletics events in the BC Athletics T&F Championship Jamboree and Club competitions

**Road Running**

- Assisting with Road Running event approval/sanctioning
- Assist with event planning – Whistler 50 Relay & Ultra
- Assist with Road Running Results & Rankings Management
- Promotion of Road Running and the health benefits from participation
- Other administrative duties that may be assigned from time to time.

**Special Events**

- Assisting with Track & Field Camps; Training Camps; Officials & Coaches Recruitment Training & Retention; Programs for Children, Youth and Seniors (Masters).

**Hours per Day/Week:** 7 hrs per day / 35 hrs per week / **16 week duration** **Salary:** \$16.00 per hr.

**Job Location:** BC Athletics Office, Fortius Athlete Development Centre, 3713 Kensington Ave, Ste 2001-B, Burnaby, BC

**Preferred and Beneficial Skills:**

1. Self-starting/initiating, organized individual with problem solving capabilities
2. Experience in sport as a participant, organizer or event volunteer - specifically T&F/Rd Rg an asset
3. Event promotion, marketing and sponsorship experience an asset
4. Knowledge/experience with: Word Processing; Spreadsheets; Web posting; other software
5. Experience in effective use of Social Media
6. Good writing, speaking skills plus a good sense of humor
7. Previous work experience

This position may involve: a) travel in the Lower Mainland and elsewhere in BC - driver's license and access to a vehicle may be needed; b) may also require lifting and set up of various materials.

BC Athletics is an equal opportunity employer and encourages applications from all qualified individuals.

**Application Process:** Please submit a covering letter of application along with a resume and 3 references to:  
BC Athletics, Attn: Brian McCalder, 3713 Kensington Avenue, Ste 2001-B, Burnaby, BC V5B 0A7  
Fax: 604-333-3551 Email: [brian.mccalder@bcathletics.org](mailto:brian.mccalder@bcathletics.org) **Application Deadline: Friday, May 1/15- 4 pm**