



**2014 BC Athletics Student Summer Employment Opportunity
Run Jump Throw / Coach & Officials Education Program Assistant**

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

BC Athletics has an immediate 15 week Summer Student job opening.

Job Position: Run Jump Throw / Coach Education Program Assistant

Estimated Length of Employment: 15 weeks

Starting Date: Thursday, May 15, 2014

Ending Date: Friday, August 29, 2014

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 (2013/14) and intends to enroll or return to post-secondary school on a full-time basis in the next academic year (2014/15);
- 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:

- Direct delivery of the Run Jump Throw Program to Children and Youth.
- Assisting in the delivery of RJT Instructor Training courses
- Managing the registration of Run/Jump/Throw participants and trained instructors through the CAC database
- Review and updating the RJT materials/AV aids for courses & program promotion
- Coach and Officials Training/Education – assist in the preparation of information and delivery of Training Courses inclusive of direct delivery to First Nations Coaches.
- Initiate, plan and coordinate summer professional development opportunities for teachers, club coaches and officials through a weekly coach/official education series in conjunction with weekly local mini-meets.
- Initiate, plan, co-ordinate professional development opportunities for coaches/officials at Prov. Championships.
- Survey Coaches to help in the development of an online professional development opportunities through seminars, webcasts, video logs and other means as identified.
- Other administrative duties that may be assigned from time to time.

Hours per Day/Week: 7 hrs per day / 35 hrs per week / **15 week duration**

Salary: \$16.00 per hr.

Job Location: BC Athletics Office, Fortius Athlete Development Centre, 3713 Kensington Ave, 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
3. Event promotion, marketing and sponsorship experience an asset
4. Knowledge/experience with: Word Processing; Spreadsheets; Website posting; and other software
5. Run Jump Throw training & experience (or other NCCP Training)
6. Good writing, speaking skills plus a good sense of humor
7. Previous work experience

This position will involve: a) travel throughout the Lower Mainland - 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, 3713 Kensington Avenue, Ste 2001-B, Burnaby, BC V5B 0A7 Fax: 604-333-3551
Email: brian.mccalder@bcathletics.org **Application Deadline: Friday, May 9th, 2014 - 4 pm**