



## **BC Athletics Introductory Programs Coordinator** (Run Jump Throw Wheel & Junior Development)

**Employment Location:** BC Athletics Office (Christine Sinclair Centre, Burnaby, BC)

**Reports to:** BC Athletics CEO

**Employment Type:** Permanent Full Time

**Salary Range:** \$55,000-\$65,000

**Applications received until:** Wednesday June 28, 2023

**Anticipated start date:** Monday July 17, 2023

BC Athletics is an equal opportunity employer and invites applications from all interested and qualified individuals. The successful candidate will be required to submit a Criminal Record and Vulnerable Sector Check prior to starting employment.

Please submit your application, including a cover letter, resume and 3 references via email to Megann VanderVliet, CEO – [megann.vandervliet@bcathletics.org](mailto:megann.vandervliet@bcathletics.org).

Subject line: Introductory Programs Coordinator

### **Position Overview:**

Reporting to the CEO, the Introductory Programs Coordinator will be responsible for managing the Run Jump Throw Wheel Program and assisting in the Planning, Promotion and Delivery of the Junior Development age group programs.

The Athletics Canada RJTW Program is an integral part of the Athletics Long Term Athlete Development Model providing physical literacy, movement skills development and a point of entry for children into grassroots sport and physical activity. The Junior Development Program provides the next step in the Athletics LTAD Model through organized Track & Field and Cross Country Running programs delivered through clubs and schools in British Columbia.

The successful candidate will have:

- A background in Sport (Athletics preferred), with an understanding of Long Term Athlete Development principles
- A post secondary degree
- Experience with coaching and/or group facilitation
- Excellent communication, problem solving and relationship building skills
- Experience working with volunteers, and Committees

### **Key Responsibilities include but are not limited to:**

#### **1. Run Jump Throw Wheel Program:**

- Coordination of the planning, facilitating and delivery of: courses; instructor and coach developer training; direct delivery; and camps with schools, community centers, BC Athletics Clubs, Para-Athletics organizations and partner agencies.
- Promote the development of the Track Rascals Program in BC Athletics member clubs.

- Create and sustain strategic partnerships for outreach and expanded sustainability in local communities.
- Tracking and Reporting to internal and external stakeholders and partners
- Insure the development of Promotion and Marketing materials for the RJTW Program.
- Input on RJTW Program Budgeting and leading RJTW Grant applications.
- Manage volunteers and staff at events and deliveries as may be necessary.

**2. Junior Development Programs:**

- Working with the BC Athletics Junior Development Committee and BC Athletics Staff:
  - Assist in the marketing and promotion of the BC Athletics Junior Development Programs and Events.
  - Work with BC Athletics Clubs to assist them with the development of a Junior Development program in their club.
  - Assist the BC Athletics Clubs in the promotion of the Junior Development Program to Schools in their community.
  - Assist in the updating and development of the Junior Development program(s) and event information.
  - Assist in the development and presentation of sponsorship and grant proposals for the BC Athletics Junior Development Programs and Events.

**3. Other duties and support** for programs as may be assigned from time to time.