



2023 BC Athletics Summer Employment Opportunity Introductory Programs and Membership Services Assistant

Supported by: The Canada Summer Jobs Program - Govt of Canada & BC Athletics

Job Position: Introductory Programs and Membership Services Assistant

Length of Employment: 15 Weeks

Hours per week: 35 (7 hrs/day)

Salary: \$20.00/hr + vacation pay @ 4% of salary

Starting Date: May 23rd, 2023

Ending Date: Friday, September 1st, 2023

Application Deadline: Friday, May 12th, 2023- 4:00pm

Program (Federal Govt) eligibility requirements for all applicants:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident or person on whom refugee protection has been conferred under the “Immigration and Refugee Protection Act”;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work according to the 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.
 - **Note:** International Students are not eligible to be employed through this program. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Job Responsibilities:

Working with and under the guidance of BC Athletics Staff (Sabina Nettey, Introductory Programs Coordinator, Sam Collier, Manager, Registration and Membership Services, and Brian McCalder, President/CEO), the Summer Staff will assist and as appropriate be the lead to:

1. Assist in the Planning, on-line and direct delivery of the Run Jump Throw Wheel (RJTW) Program to children / youth.
2. Assist in the development, delivery, and recruitment for RJTW Instructor Training Courses.
3. Tracking participation in RJTW Programs, updating and tracking of Instructor qualifications in the CAC and Coaching databases.
4. Review & updating the RJTW materials/AV aids for courses & Prog promotion.
5. Assisting in the planning, filming, and editing of the Run Jump Throw Wheel activity video schedule, and production.
6. Planning, coordination, and promotion of 2023 Club Youth Camps.
7. Work with Primary Schools to schedule and promote RJTW delivery, instructors. Development opportunities for teachers to deliver the RJTW program in the Fall of 2023.

8. Work with Secondary Schools through their Leadership Course to train RJTW instructors to deliver Run Jump Throw Wheel programs in Elementary Schools.
9. Assist in the planning and delivery of RJTW and Sport Coach (NCCP level 1) Coach Education courses in rural, remote, and indigenous communities in BC.
10. Explore opportunities for additional revenue generation through donation campaign, sponsorship, and e-commerce strategies.
11. Updating Introductory Programs information on the BC Athletics website and providing social media content.
12. Become familiar with the new Membership database program and the transition process.
13. Assist in the circulation of information and updates on the implementation of the new Membership database.
14. Assist in the review, updating, and distribution of information on the value and benefit of Club and Individual membership with BC Athletics.
15. Assist in identifying new sources of revenue generation.
16. Other duties as may be assigned from time to time.

Experience, Requirements and Beneficial Skills:

- Effective communicator
- Ability to work both as part of a team and independently
- Effective use of Microsoft programs
- Experience in planning, development, and delivery of programs
- Effective public speaking experience
- Detail oriented and highly organized

Job Location: BC Athletics Office, 3713 Kensington Ave, Suite 2001B, Burnaby, BC V5B 0A7 (Located in the Christine Sinclair Community Centre).

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 at venues.

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

Application Process: Please submit a **covering letter of application, your resume and 3 references** to: BC Athletics, Attn: Brian McCalder, 3713 Kensington Avenue, Ste. 2001B, Burnaby, BC V5B 0A7 Email: brian.mccalder@bcathletics.org

Application Deadline: - Friday, May 12th, 2023 - 4:00pm.

BC Athletics thanks all applicants for their interest, however only those under consideration for the role will be contacted.