



2023 BC Athletics Summer Employment Opportunity Track & Field and BC Teams Program Assistant

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

Job Position: Track & Field and BC Teams Program 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 (Megan VanderVliet, Track & Field Program Manager and Brian McC Calder, President/CEO), the Summer Staff will assist and as appropriate be the lead on:

1. Assist with the Track & Field Event Sanctioning/Approval process for both BC Athletics and World Athletics sanctioning.
2. Work with the BC Disability Sport Organizations for the integration of Para Athletes into competitions and member clubs and training groups.
3. Results and Rankings management as relates to provincial and national team selections.
4. Communication and information to BC Team Athletes, Personal Coaches, Team Staff, Parents/Guardians.
5. Assist with professional development projects for developing provincial and national team coaches.
6. Organizing and managing the distribution of BC Team uniforms to team athletes and staff.
7. Assist with arranging travel and accommodation for BC Team athletes and staff.
8. Assist in the scheduling, promotion and delivery of camps, and seminars for athletes, coaches, and event directors.

9. Assist with the planning, promotion, and implementation of BC Athletics booths, and information at BC Athletics events and BC and Canadian Championships.
10. Assist in the updating of BC Athletics rules and policies.
11. Assist in the implementation of a BC Athletics merchandise store(s), sponsorship, and other e-commerce strategies.
12. Assist with the implementation of the Tactics/Actions as part of the 2022-2024 BC Athletics Strategic Plan.
13. Assisting with the BC Athletics Record Newsletter content preparation as relates to Track & Field and Para-Athletics.
14. 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

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