



## **Coach & Official's Development Coordinator**

**Employment Location:** BC Athletics Office (Christine Sinclair Centre, Burnaby, BC) / Hybrid Work option

**Reports to:** BC Athletics CEO

**Employment Type:** Permanent Full Time

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

**Applications received until:** December 15, 2023

**Anticipated start date:** January 2024

[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: BC Athletics Coach and Official's Development Coordinator

### **Position Overview:**

The BC Athletics Coach and Official's Development Coordinator will report to the CEO, and work closely with all BC Athletics Staff, and relevant committees. This role will be responsible for the implementation of a vibrant coaching and officiating development system that promotes recruitment, recognition and retention of coaches and officials, as it aligns with the BC Athletics strategic plan.

### **The successful candidate will have:**

- Experience in Sport (Athletics preferred), with an understanding of the landscape of sport in Canada at the Club, and Provincial levels.
- 3+ years of education and/or experience in education, coaching, leadership, instructional design, facilitation and/or professional development.
- Proven success and experience in coaching and/or officiating (Athletics preferred).
- Previous engagement with the Coaches Association of Canada and the National Coaching Certification Program.
- NCCP Performance Coach Trained/Certified status will be considered an asset.
- Demonstrated confidence in facilitation and/or public speaking.
- Excellent communication, problem solving and relationship building skills.
- Proficiency with data entry and management.
- Moderate technology skills.
- Strong attention to detail, while keeping the big picture in mind.
- Self motivated, detail oriented, and strong ability to multi task in a fast paced environment.
- Willingness to share new ideas and implement strategies to bring those ideas to life.
- Experience working with volunteers, and committees will be considered an asset.

The responsibilities of this position include, but are not limited to:

**1) COACHING:**

- a. Manage, plan and coordinate the provincial delivery of all NCCP Athletics Coaching Certification program, including courses and evaluations.
- b. Recruit and train an active Coach Developer team across the province.
- c. Maintain active databases on certification, evaluation and membership for coaches and Coach Developers, including CAC Locker, Athletics Canada Coach Evaluation site and Interpodia.
- d. Support BC Athletics staff with the recruitment of BC Team staff for the BC Team Program.
- e. Collaborate with BC Athletics staff and Committees on the development of innovative professional development activities.
- f. Contribute as an active member on the Athletics Canada Coaching Committee.
- g. Engage with relevant stakeholders to facilitate coach development opportunities, including member Clubs, Post Secondary Coaches, BC School Sports, viaSport, SportBC, Athletics Canada.
- h. Manage the BC Athletics coach development budget.
- i. Seek out and apply for relevant coach development grants.
- j. Work with the Marketing and Communications Coordinator to promote coach development opportunities.
- k. Implementation of a Coaches Recognition Program.

**2) OFFICIATING:**

- a. Collaborate with the Officials Committee to implement strategies for sustainable Officials recruitment, development and retention.
- b. Support the Officials Committee with the training, onboarding and maintenance of the Officials Management System.
- c. Implementation of an Officials Recognition Program.
- d. Support the upgrading of BC Athletics Officials.
- e. Coordinate Officials training, upgrading and evaluation opportunities.
- f. Coordinate the Officials Annual Meeting, and Officials Committee Meetings, as needed.
- g. Support member Clubs in recruiting and developing a diverse roster of Officials.
- h. Support Officials with the reimbursement of expenses for competition travel.
- i. Support Meet/Race Directors and Regional Development Coordinators in engaging and scheduling Officials for events.
- j. Collaborate with the Marketing and Communications Coordinator on publications and communications that are relevant to Officials members.
- k. Work with the Officials Committee in maintaining the Officials Budget line items.