



Employment Opportunity with BC Athletics
Coordinator – BC Athletics First Contact Programs
(Run Jump Throw Wheel & Junior Development)
Application deadline: Monday, February 27, 2017

BC Athletics invites applications for the full time position of Coordinator – BC Athletics First Contact Programs. In this position the successful candidate will have responsibility for the Coordination of the Run Jump Throw Wheel and assisting with Junior Development Programs in British Columbia.

Overview:

The First Contact 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.

Reporting to the President / CEO, the successful candidate should: be energized by the opportunity; have experience in sport; be innovative; and have the ability to engage the collective of clubs, schools and community recreation departments in the achievement of the goals and objectives of the programs.

Key Responsibilities:

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.

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.

Other duties that may be assigned from time to time

Qualifications:

- Post-secondary education and training in physical education, human kinetics, physical literacy or associated disciplines.
- Demonstrated organizational skills, time management skills and attention to detail required.
- Highly motivated and self-initiating.
- An ability to work as part of a team and in an individual environment
- Excellent written and verbal communication skills.
- Run Jump Throw Wheel training would be considered an asset
- Experience as an athlete and/or coach would be considered beneficial for this position
- Experience working with volunteers
- Experience in web-site posting and electronic communication
- Criminal records check (since 2014)

Compensation:

Salary – commensurate with training and experience (range: \$40,000 to \$45,000/yr)

Benefits – 8% of salary

Annual vacation

Travel – as part of Program Delivery, Training and Professional Development

This is a full time position based out of the BC Athletics office and may require some lifting, set up and travelling.

BC Athletics as an equal opportunity employer, invites applications from all interested and qualified individuals. Only those qualifying individuals will be contacted to arrange an interview.

Deadline and Application details:

Applications **must be received by February 27th, 2017** and include:

- A covering letter of application
- Your resume of education, training and work experience
- Three references with contact information for each
- Your contact information – email address, res/cell phone #, mailing address
 - **Note:** Anticipated Start Date: **March 15th, 2017**

Applications should be sent to:

BC Athletics

Attn: Brian McC Calder, Pres/CEO

Fortius Athlete Development Centre

3713 Kensington Avenue

Suite 2001-B Oslo Landing

Burnaby, BC V5B 0A7

Email: brian.mccalder@bcathletics.org