



**2019 BC Athletics Summer Employment Opportunity**  
**Introductory, Coaches and Officials Programs Assistant**  
(Supported by: The Canada Summer Jobs Program - Government of Canada and BC Athletics)

**Job Position: Introductory Programs (Run Jump Throw Wheel & Junior Development), Coaches and Officials Programs Assistant**

**Length of Employment: 16 Weeks**

**Starting Date:** May 13, 2019 **Ending Date:** Friday, August 30, 2019

**Application Deadline:** Friday, May 3, 2019 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”;
- 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:**

**Introductory, Coaches and Officials Programs Assistant**

**I. Working with BC Athletics Staff responsible for these programs, the summer student will:**

1. Direct delivery of the Run Jump Throw Wheel Prog to Children/Youth (6 to 12 yrs) and Junior Development (9 to 13 yrs) Programs.
2. Assist in the delivery of Instructor Trng courses for RJTW.
3. Managing the database of Run Jump Throw Wheel participants & trained instructors.
4. Review & updating the RJTW materials/AV aids for courses & Program promotion.
5. Planning, coordination & delivery of BC Athletics RJTW/Track Rascals Summer Camps.
6. Coach Education - assist in planning, preparation & delivery of Training courses.
7. Plan, coordinate and assist in the delivery of summer professional development opportunities for coaches at Club, BC Championships and International competitions in BC.
9. Obtain feedback from coaches and develop a plan for online professional development for coaches through: seminars, webcasts, video logs and other as may be identified.
10. Officials Development - With BC Athletics Staff and the Officials Committee assist in the planning, preparation and delivery for the Recruitment and Training of new Officials.
11. Assist in organizing Officials seminars associated with International competitions and Provincial Championships held in British Columbia.
12. Providing assistance in the collection and reporting of information on Officials Clinics, Recruitment initiatives and Participation in mentoring and upgrading.

**Hours per Day/Week:** 7 hrs per day / 35 hrs per week / 16 week duration **Salary:** \$16.00 per hr.

**Job Location:** BC Athletics Office, Fortius Athlete Development Centre,  
3713 Kensington Ave, Ste 2001-B, Burnaby, BC V5B 0A7

**Requirements and Preferred/Beneficial Skills:**

1. Applicants must meet the Federal Government eligibility requirements for employment as set out above.
2. Self-starting/initiating, organized individual with problem solving capabilities
3. Experience in sport as a participant, organizer or event volunteer
4. Event promotion, marketing and sponsorship experience an asset
5. Childhood movement/skill development knowledge, training or experience is an asset
6. Education/Training in Physical Education, Human Kinetics, Long Term Athlete Development and Sport for Life along with experience/knowledge of the BC Athletics Run Jump Throw Wheel/Track Rascals, Junior Development, Coaching Education and Officials Programs are definite assets.
7. Knowledge/experience with: Word Processing; Spreadsheets; Web posting; other software
8. Experience in effective use of Social Media.
9. Experience in working with volunteers.
10. Good writing and speaking skills plus a sense of humor.
11. Previous work experience.

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 of various materials.

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

**Application Process:** Please submit a **covering letter of application plus: your resume and 3 references** to: BC Athletics, Attn: Brian McCalder, 3713 Kensington Avenue, Ste 2001-B, Burnaby, BC V5B 0A7  
Email: [brian.mccalder@bcathletics.org](mailto:brian.mccalder@bcathletics.org) **Application Deadline:** Friday, May 3, 2019 - 4 pm

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



runjumpthrowwheel



Official



Coach