Track & Field Program Manager Position

Detailed Outline of Responsibilities

Reporting to the President/CEO, the Track & Field Technical Manager is responsible for the management of the BC Athletics Track & Field Programs and Technical Services from Develop through to High Performance – Olympic and Paralympic. These responsibilities are technical and administrative and include but are not limited to:

1. Programs and Competition Development – Track & Field:
   a. Calendar of Events – ensure the gathering, assembly and publication of the annual Track & Field event listings through submissions and the Annual Calendar Congress.
   b. Initiatives to ensure adequate and appropriate competition/participation opportunities for Track & Field in the disciplines of: Sprints, Hurdles, Middle Distance/Distance, Jumps, Throws, Combined Events and Walks.
   c. Assist and support Regional initiatives for Track & Field development, participation and competition.
   d. Manage the process for the consideration and ratification of BC Athletics Track & Field Records.

2. Event Management: Track & Field:
   a. Event Sanctioning – Track & Field:
      i. Oversee the BC Athletics process for the sanctioning of Track & Field competitions
      ii. Encourage and promote the sanctioning of Track & Field competitions in BC
   b. Provincial Championships:
      i. Oversee the call for bids and with the Track & Field Committee, the awarding, hosting assistance and review.
      ii. Assist the HOC (Host Organizing Committee) in the planning and delivery of the Championships.
   c. Canadian Championships:
      i. Promote opportunities to bid for Cdn Championships
      ii. Assist in HOC development and event management.
   d. BC Athletics Properties and Partnered Events
      i. International Events and Championships:
         1. Promote opportunities and make recommendations on the bidding for international events.
         2. Provide leadership and assistance as part of the management team of International events.
      ii. Provincial Events and Championships:
         1. Propose and develop with committees and staff opportunities for new BC Athletics properties
3. **Athlete Development - Track & Field:**
   a. Develop, monitor, review and update, with the Track & Field Committee, Clubs, BC Event Group/Provincial/National Coaches ongoing programs for athlete recruitment, development and the provision of services (i.e. Regional Development Camps, BC Athlete Assistance; Cdn Sport Institute – Pacific/PacificSport Alliance program)
   b. Plan, organize and implement with the Track & Field Committee and identified coaches, Provincial Camps, Technical Training Sessions and Workshops for Athletes and Personal Coaches.
   c. Assist in partnership with the Vancouver Foundation, the administration of the annual Harry Jerome Scholarship Award to matriculating Student Athletes.

4. **BC Athletics Committees – involvement and liaison:**
   a. Staff support and committee participation on:
      i. Track & Field Committee (U16, U18, U20, Senior age groups)
   b. Staff support and liaison to:
      i. Masters, Officials, & others as appropriate

5. **Para-Athletics Programs – Track & Field:**
   a. Working with Athletics Canada and the Para-Athletics Sport Associations (Wheelchair; Blind; Amputee; Sportability (CP); and others as identified)
      i. Identify opportunities for athletes, coaches, officials
      ii. Promote integration and coaching of athletes in clubs
      iii. Promote with organizers, integration for Para-Athletics in competitions

6. **BC Team Program - Track & Field:**
   a. With the Track & Field Committee – Develop and review BC Track & Field Team Selection criteria and standards
   c. Publish and communicate the BC T&F Team Selection Criteria, Standards and Selection Process to the BC Athletics Membership
   d. Oversee the selection process for Team Coaches, Managers, Sport Medicine Staff & Athletes
   d. Manage with team staff all aspects of the BC Track & Field Team Program for:
      i. BC/Yukon Legion Command Track & Field Team (U16 and U18)
      ii. BC U20 T&F Team
      iii. BC Senior T&F Team
      iv. Canada Summer Games T&F Team
   e. Develop in consultation with appropriate committees, other BC T&F Team programs

7. **International/National/Provincial/BC Regional Track & Field Programs**
   a. Facilitate BC Athletics input and involvement with BC Regional, Athletics Canada, NACAC and World Athletics committees and programs as appropriate

8. **Event Groups and Hubs: High Performance / Targeted - National, Provincial, Regional – Track & Field:**
   a. Liaise with National, Provincial & Regional Athletics Hubs/Event Group coaches
   b. Participate in the BC based National High Performance and Athletics Canada CAPP programs.
   d. Lead the development and programming for the BC Athletics Event Group Programs. (BC Throws Project, BC Sprints/Jumps Project)
   e. Liaise and work with the Head Coach of the BC Endurance Project.
9. **Marketing & Communications**
   a. Help manage BC Athletics Website
      i. Regularly generate content for posting to website.
      ii. Track & analyze performance metrics and optimize accordingly.
   b. Help manage BC Athletics Social Media properties (i.e. Twitter, Facebook Instagram).
      i. Regularly generate content for posting to various platforms
      ii. Track & analyze performance metrics and optimize accordingly.
   c. Help manage monthly eNewsletter - “The BC Athletics Record”.
      i. Prepare content for monthly newsletters and other targeted e-blasts.
      ii. Test & deliver eNewsletter using the MailChimp platform.
      iii. Track & analyze performance metrics and optimize accordingly.

10. **BC Athletics Strategic Planning – Track & Field:**
    a. Provide input to the Strategic Plan development, implementation and review
    b. Facilitate input for development & review from committees, clubs and members

11. **Budget Development – Track & Field:**
    a. In consultation with staff and committees responsible for Track & Field:
       i. Prepare annual and quadrennial draft budgets for Programs and Technical Services linked to the BC Athletics Strategic Plan
       ii. Provide input on strategies for revenue development, sponsorship and program priorities

12. **Other duties and support** for programs as may be assigned from time to time.