



2021 BC Athletics Summer Employment Opportunity Track & Field and Para-Athletics Program Assistant

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

Job Position: Track & Field and Para-Athletics Program Assistant

Length of Employment: 12 Weeks

Hours per week: 35

Starting Date: May 31, 2021

Ending Date: Friday, August 20, 2021

Application Deadline: Monday, May 24th - 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 McCalder, President/CEO, the Summer Staff will assist and as appropriate be the lead on:

1. Marketing & Communications, assisting with program & event promotion, media releases, website updates, sponsor servicing, newsletter, preparation of promotional materials.
2. Assisting with the BC Athletics Record Newsletter content preparation as relates to Track & Field and Para-Athletics.
3. BC Athletics Club profiles - interviewing and writing articles for the BC Athletics Record Newsletter with a focus on programs in Track & Field and Para-Athletics inclusion initiatives.
4. Assisting with the event approval process, sanctioning and insurance requirements.
5. Work with Disability Sport Organizations for integration of athletes into athletic competitions and Member Clubs throughout British Columbia.
6. Results and rankings management of athletes for BC Provincial Team Selection for National Championships and Athlete Assistance Programs.

7. Assisting with the organization of travel and accommodation for BC Provincial Teams to National Championships. Including communication with team members, guardians and coaches; uniform organization. **As is possible in 2021.**
8. Development and coordination of a speaker series to be delivered online / in person of athletes / coaches and officials, to members, schools and general public.
9. Assist with the scheduling, delivery and promotion of program camps, training programs and seminars for athletes, coaches, officials and event directors.
10. Assisting with the delivery, promotion and in person roles for Provincial and National Championships and BC Athletics Events. **As is possible in 2021.**
11. Explore opportunities for additional revenue generation through donation campaign, sponsorship and e-commerce strategies.
12. Assist in the updating of the BC Athletics Rules, Policies and Procedures.
13. Assist in the development and updating of Championship Technical Manuals
14. Other duties as may be assigned from time to time.

This position may involve: a) Working remotely b) Travel in the Lower Mainland and elsewhere in BC - driver's license and access to a vehicle may be needed; c) 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

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