



**2021 BC Athletics Summer Employment Opportunity - #2**  
**Coaches, Officials & Introductory Run Jump Throw Wheel Programs Assistant**

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

**Job Position:** Coaches, Officials & Introductory Run Jump Throw Wheel Programs Assistant

**Length of Employment:** 12 Weeks

**Hours per week:** 35

**Salary:** \$18.00/hr

**Starting Date:** June 14<sup>th</sup>, 2021

**Ending Date:** Friday, September 3<sup>rd</sup>, 2021

**Application Deadline:** Tuesday, June 4<sup>th</sup>, 2021 - 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 (Sabina Nettey, Introductory Programs Coordinator, Jennifer Brown, Coaching Education Coordinator and Brian McC Calder, President/CEO), the Summer Staff will assist and as appropriate be the lead to:

1. Assist in the Planning, on-line and direct (as PHO approved) delivery of the Run Jump Throw Wheel (RJTW) Program to children / youth. Assist in the development, delivery and recruitment for RJTW Instructor Training Courses (online).
2. Tracking participation of RJTW Programs, updating and tracking of Instructor qualifications in the CAC and Coaching databases.
3. Review & updating the RJTW materials/AV aids for courses & Prog promotion.
4. Assisting in the planning, filming and editing of the Run Jump Throw Wheel activity videos schedule to put into production the Spring of 2021.
5. Planning, coordination and promotion of Club 2021 Youth Camps.
6. Work with Primary Schools to schedule and promote RJTW delivery, instructors. Development opportunities for teachers to deliver the RJTW program in the Fall of 2021.

7. Work with Secondary Schools through their Leadership Course to train RJTW instructors to deliver Run Jump Throw Wheel programs to Elementary School children.
8. Work with Secondary Schools to create pathway for identification and development of athletes in the para and able bodied streams to continue in athletics.
9. Coach Education – helping with coach developer engagement, verifying coach qualifications (for minimum standards), mentorship research.
10. Development and coordination of speaker series to be delivered online / in person of athletes / coaches and officials, to members, schools and general public.
11. Development, coordination and promotion of coaching professional development courses and the tracking of delivery. Assist in the development of coach mentorship programs. Manage feedback process of professional development.
12. Assist in the recruitment, engagement, **online** training and development of Officials and the tracking program of qualifications and scheduling.
13. Explore opportunities for additional revenue generation through donation campaign, sponsorship and e-commerce strategies.
14. Updating BC Athletics website content and developing social media content.
15. 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](mailto:brian.mccalder@bcathletics.org)

**Application Deadline: - Tuesday, June 4<sup>th</sup>, 2021 - 4:00pm.**

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