



2022 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: 16 Weeks

Hours per week: 35 (7 hrs/day)

Salary: \$18.00/hr + vacation pay @ 4% of salary

Starting Date: May 24th, 2022

Ending Date: Friday, September 9th, 2022

Application Deadline: Wednesday, May 11th, 2022- 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 McC Calder, 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 para athletes into athletics 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 staff, parents/guardians and personal coaches and uniform organization.
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 responsibilities for Provincial and National Championships and BC Athletics Events.
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. Assisting with the implementation of the Tactics/Actions as part of the BC Athletics 2022-2024 Strategic Plan
15. Other duties as may be assigned from time to time.

Job Location: BC Athletics Office, 3713 Kensington Ave, Suite 2001B, Burnaby, BC V5B 0A7 (Located in the Christine Sinclair Community Centre).

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 at venues.

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. 2001B, Burnaby, BC V5B 0A7

Email: brian.mccalder@bcathletics.org

Application Deadline: - Wednesday, May 11th, 2022 - 4:00pm.

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

Requirements and Preferred/Beneficial Skills:

1. Enrolled in or entering a post-secondary University, College, Institute.
2. Applicants must meet the Federal Government eligibility requirements for employment as set out above.
3. Self-starting/initiating, organized individual with problem solving capabilities.
4. Experience in sport as a participant, organizer or event volunteer.
5. Event promotion, marketing, fundraising and sponsorship experience an asset.
6. Post-Secondary (University/College/Institute) Education/Training in Physical Education, Human Kinetics or Sport Management.
7. Knowledge of Long-Term Athlete Development and Sport for Life.
8. Experience in / knowledge of BC Athletics Programs.
9. Knowledge/experience with: Word Processing; Spreadsheets; Web posting; other software
10. Experience in effective use of social media.
11. Experience in working with volunteers.
12. Good writing and speaking skills plus a sense of humor.
13. Previous work experience.