



## 2024 BC Athletics Summer Employment Opportunity Introductory & Community Programs Assistant

Please note that hiring for this role is contingent on funding received through the Government of Canada Summer Jobs Program.

### **Job Position: Introductory & Community Program Assistant**

**Length of Employment:** 15 Weeks

**Hours per week:** 35 hours per week (some irregular working hours or weekend hours may be required)

- This position includes irregular working hours and/or weekend hours may be required

**Salary:** \$21.00/hr + 4% vacation pay (this position is not eligible for benefits)

**Starting Date:** Monday May 13, 2024

**Ending Date:** Friday August 23, 2024

**Work Location:** HYBRID: BC Athletics Office (3713 Kensington Ave, Burnaby, BC) & occasional remote work.

### **Job Perks:**

- BC Athletics membership
- Flexible schedule
- Opportunity for professional development in coach education
- Opportunity for some travel within British Columbia

### **Applicant Eligibility:**

- Be between 15 and 30 years of age at the start of their employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of their employment\*; and
- Have a valid social insurance number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**Application Deadline: Friday April 26, 2024**

BC Athletics is now hiring our next **Program Assistant** to support initiatives and programs in our **Introductory & Community Programs** portfolio.

The ideal candidate will be excited to promote grassroots track & field programs (ie. Run Jump Throw Wheel program) throughout British Columbia, by introducing communities, municipalities, and/or clubs to grassroots programs and recruiting RJTW Leaders to facilitate these programs.

This position includes both administrative tasks and field work (ie. instructing Run Jump Throw Wheel camps, event coordination etc).

This role will report to the BC Athletics Intro Programs Coordinator.

## **Primary Job Responsibilities:**

1. Coordinate opportunities for Run Jump Throw Wheel activations across British Columbia.
2. Assign and communicate with Run Jump Throw Wheel Instructors to lead community activations.
3. Instruct Run Jump Throw Wheel programs.
4. Track & analyze participation statistics in Run Jump Throw Wheel programs.
5. Compile relevant resources for members & clubs.
6. Support BC Athletics Provincial Track & Field Championships (JD Pentathlon Championships, JD Championships, U16-Senior Championship Jamboree).
7. Support with other BC Athletics events, as needed.
8. Assist with coordinating a social media strategy to promote Run Jump Throw Wheel and other Intro & Community Programs.
9. Create promotional materials.
10. Other duties as may be assigned from time to time.

## **Experience, Requirements and Beneficial Skills:**

- Previous experience in teaching or coaching children & youth, AND you enjoy doing this!
- Strong written & verbal communication skills.
- Ability to work both as part of a team and independently.
- Proficiency in Microsoft programs and other technology platforms.
- Experience in planning, development, and delivery of programs.
- Detail oriented and highly organized.
- Completion of the NCCP Run Jump Throw Wheel Leader course as Trained or Certified, or willing to be trained.
- Completion of CAC Safe Sport Training.
- Willingness to obtain a Criminal Record Check with Vulnerable Sector Check.
- Driver's License and access to a vehicle.
- This position may require lifting and moving equipment at event venues.

**BC Athletics is an equal opportunity employer and encourages applications from all qualified individuals. BC Athletics thanks all applicants for their interest, however only those under consideration for the role will be contacted.**

Please submit your application, by **Friday April 26, 2024** to:

[megann.vandervliet@bcathletics.org](mailto:megann.vandervliet@bcathletics.org)

### **Your application should include:**

- Cover letter outlining your interest in the role and applicable qualifications.
- Resume (max. 2 pages) outlining your education and relevant experience
- Include 3 references with their email address and phone number
- Please send as one document in PDF format