



## Officials Development Coordinator

**Job Position:** Officials Development Coordinator

**Type of Employment:** Full Time – 12 month contract, with possibility to become a permanent position

**Hours per week:** 35 hours per week (7 hours per day)

**Salary Range:** \$55,000-70,000 per annum

**Starting Date:** September 2, 2024

**Work Location:** Hybrid (Applicants must reside in British Columbia and be available to work at the BC Athletics office in Burnaby, as required). Applicants should have access to reliable transportation.

### **Application Deadline: Friday August 9, 2024**

BC Athletics is now hiring an Officials Development Coordinator to help us with the recruitment, development, retention and recognition of officials in British Columbia.

Officiating is integral to the sport of Athletics, where Officials are responsible for;

- Upholding the technical specifications of each event at sanctioned competitions
- Creating a fair play competition environment where participants can perform their best
- Uphold safe sport values on and off the field of play
- Mentor and support other officials in their development
- Facilitate clinics, and training opportunities

The ideal candidate will be able to lead the development of officials across British Columbia by establishing systems that enhance the experience of BC Athletics officials. This role demands robust interpersonal skills and the capacity to forge solid relationships with diverse stakeholders.

This position will generally be available to work **Monday – Friday** during BC Athletics office hours (9am-5pm) and will require some irregular working hours to attend BC Athletics sanctioned events.

This role will report to the **Chief Executive Officer** and work closely with BC Athletics Program & Operations Managers.

### **Primary Job Responsibilities:**

1. Coordinate all activities relating to officials development
2. Collaborate with BC Athletics officials members to inform and create a comprehensive strategy for officials' development
3. Lead BC Athletics officials working groups to development and operationalize a recruitment system, upgrading system and retention/recognition system
4. Support BC Athletics clubs with recruiting new officials and volunteers
5. Support with officiating assignments for all major BCA events
6. Liaise with Branch Officials Committee and National Officials Committee
7. Collect, manage and analyze statistics as they relate to officials development for reporting purposes
8. Responsible for all communications to BC Athletics officials members
9. Manage the officials development and travel budget
10. Integrate the Officials Management System for province wide implementation

July 25, 2024

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

1. Knowledge and/or experience in the sport of Athletics
2. Educational experience in sport management, business, leadership development, adult education, project management will be considered an asset
3. Experience as a certified official will be considered an asset
4. Strong technology skills and the ability to learn new technology systems
5. Demonstrated experience and success in developing and administering standard operating procedures
6. Strong data management skills
7. Proven interpersonal skills
8. Willingness to give and receive feedback
9. Ability to work irregular working hours to attend and support BC Athletics sanctioned events
10. Strong written & verbal communication skills.
11. Detail oriented
12. Capable of thriving independently and as a team player
13. Proficient in Microsoft Office, Canva and/or Adobe Creative Cloud
14. Completion of CAC Safe Sport Training
15. Willingness to obtain a Criminal Record Check with Vulnerable Sector Check
16. Driver's License and access to a vehicle

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

Please submit your application, by **Friday August 9, 2024** to:

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

**SUBJECT LINE:** BC Athletics Officials Development Coordinator

### **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**