



**2018 BC Athletics Summer Student Employment Opportunity  
Introductory Programs and Administrative Assistant**

(Supported by: The Canada Summer Jobs Program - Government of Canada and BC Athletics)

**Job Position: Introductory Programs (Run Jump Throw Wheel and Junior Development) and  
Administrative Assistant**

**Estimated Length of Employment:** 14 to 15 weeks

**Starting Date:** Tuesday, May 22, 2018 **Ending Date:** Friday, August 24 or Friday, August 31, 2018

**Application Deadline:** Monday, May 14, 2018 – 4:00pm.

**Program (Federal Govt) requirements for all applicants:**

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time post-secondary student in the academic year (2017/18) and intending to enroll or return to post-secondary school on a full-time basis in the academic year (2018/19);
- be a Canadian citizen, permanent resident or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- be legally entitled to work in Canada in accordance with 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.

**Job Responsibilities:**

**Introductory Programs and Administrative Assistant**

**I. Working with BC Athletics Staff responsible for these programs, the summer student will:**

1. Direct delivery of the Run Jump Throw Prog to Children/Youth and Junior Development (9 to 13 yrs) Program
2. Assist in the delivery of Instructor Trng courses.
3. Managing the database of Run/Jump/Throw participants & trained instructors.
4. Review & updating the RJTW materials/AV aids for courses & Prog promotion.
5. Planning, coordination & delivery of BC Athletics RJTW/Track Rascals Summer Camps.
6. Coach Education - assist in planning and preparation & delivery of Trng courses including the direct delivery to First Nations Coaches.
7. Plan, coordinate and assist in the delivery of summer professional development opportunities for coaches at Club, BC Championships and International competitions in BC.
9. Obtain feedback from coaches and develop a plan for online professional development for coaches thru: seminars, webcasts, video logs and other as may be identified.
10. Officials Development - With BC Athletics Staff and the Officials Committee assist in the planning, preparation and delivery for the Recruitment and Training of new Officials.
11. Assist in organizing Officials seminars associated with International competitions and Provincial Championships held in British Columbia.
12. Providing assistance in the collection and reporting of information on Officials Clinics, Recruitment initiatives and Participation in mentoring and upgrading.

**Hours per Day/Week:** 7 hrs per day / 35 hrs per week / **14 to 15 week duration** **Salary:** \$16.00 per hr.

**Job Location:** BC Athletics Office, Fortius Athlete Development Centre,  
3713 Kensington Ave, Ste 2001-B, Burnaby, BC V5B 0A7

**Requirements and Preferred/Beneficial Skills:**

1. Applicants must be enrolled in a Post-Secondary School and planning to return for the 2018 Fall Term.
2. Self-starting/initiating, organized individual with problem solving capabilities
3. Experience in sport as a participant, organizer or event volunteer
4. Event promotion, marketing and sponsorship experience an asset
5. Childhood movement/skill development knowledge, training or experience is an asset
6. Education/Training in Physical Education, Human Kinetics, Long Term Athlete Development, Sport for Life, Run Jump Throw Wheel/Track Rascals and the BC Athletics Junior Development Programs.
7. Knowledge/experience with: Word Processing; Spreadsheets; Web posting; other software
8. Experience in effective use of Social Media
9. Experience in working with volunteers
10. Good writing and speaking skills plus a sense of humor
11. Previous work experience

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 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 along with a 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:** Monday, May 14 - **4 pm**