



**2019 BC Athletics Summer Employment Opportunity
Track & Field and Cross Country Program Assistant**

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

Job Position: Track & Field and Cross Country Program Assistant

Length of Employment: 16 weeks

Starting Date: May 13, 2019 **Ending Date:** Friday, August 30, 2019

Application Deadline: Friday, May 3, 2019 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”;
- 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:

Track & Field Program Assistant

1. Marketing & Communications - assist with Track & Field & Cross Country program & event promotion, media releases, website updates, sponsor servicing, preparation of promotional materials.
2. Results & rankings analysis - of performance results from Provincial and National rankings.
3. Assist with the delivery of Track & Field Development camps for Youth 14 to 17 years of age.
4. Work with Disability Sport Organizations for integration of athletes into Track & Field programs.
5. Communications - BC Team program information to team athletes & staff.
6. Assisting with Track & Field event approval, sanctioning and insurance requirements.
7. Assist with the marketing and promotion for the BC Track & Field Championships 9 thru Masters.
8. Results & rankings management for Track & Field – monitor the Nat'l/Prov rankings.
9. Preparation of results information for BC Team Selection Committees.
10. Assist with arranging travel and accommodation for BC Provincial Teams.
11. Program Planning for 2020 - preparation of information for Oct'19 T&F program planning.
12. BC Athletics programs and services marketing at key competitions and BC Championships.
13. Assist in the development of sponsorship proposals for Track & Field Programs.
14. Assist in the preparation of the Track & Field Program financial statements.
15. Assist in the financial reconciliation for BC Team Travel to National Championships.
16. Assist in assembly and distribution of BC Team uniforms to athletes, coaches, team managers.
17. Communicate with BC Team staff, personal coaches and parents on the details for: team travel, Accommodation, and meals when attending National Championships
18. Assisting in the management and organization of: Pacific Distance Carnival and Cdn 10,000m Track Championships – June 2019 and the BC Athletics Cross Country Training Camp - Aug 2019 and other Track & Field Training Camps and Clinics as scheduled.

Hours per Day/Week: 7 hrs per day / 35 hrs per week / **16 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 meet the Federal Government eligibility requirements for employment as set out above.
2. Self-starting/initiating, organized individual with problem solving capabilities.
3. Experience in sport as a participant, organizer or event volunteer - specifically T&F/Rd Rg is an asset.
4. Event promotion, marketing and sponsorship experience an asset.
5. Education/Training/Knowledge in Physical Education, Human Kinetics, Long Term Athlete Development and Sport Management are definite assets.
6. Knowledge/experience with: Word Processing; Spreadsheets; Web posting; other software.
7. Experience in effective use of Social Media.
8. Experience in working with volunteers.
9. Good writing and speaking skills plus a sense of humor.
10. 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 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 **Application Deadline:** Friday, May 3, 2019 - 4 pm

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

