



2022 BC Athletics Summer Employment Opportunity
Coaches, Officials & Introductory Run Jump Throw Wheel Programs Assistant

Supported by: The Canada Summer Jobs Program - Govt of Canada & BC Athletics

Job Position: Coaches, Officials & Introductory Run Jump Throw Wheel Programs 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 (Sabina Nettey, Introductory Programs Coordinator, Jennifer Brown, Coaching Education Coordinator and Brian McCalder, President/CEO), the Summer Staff will assist and as appropriate be the lead o:

1. Assist in the Planning, on-line and direct delivery of the Run Jump Throw Wheel (RJTW) Program to children / youth.
2. Assist in the development, delivery and recruitment for RJTW Instructor Training Courses.
3. Tracking participation in RJTW Programs, updating and tracking of Instructor qualifications in the CAC and Coaching databases.
4. Review & updating the RJTW materials/AV aids for courses & Prog promotion.
5. Assisting in the planning, filming and editing of the Run Jump Throw Wheel activity videos schedule to put into production the Spring of 2022.
6. Planning, coordination and promotion of 2022 Club Youth Camps.
7. Work with Primary Schools to schedule and promote RJTW delivery, instructors. Development opportunities for teachers to deliver the RJTW program in the Fall of 2022.
8. Work with Secondary Schools through their Leadership Course to train RJTW instructors to deliver Run Jump Throw Wheel programs in Elementary Schools.

9. Work with Secondary Schools to create pathway for identification and development of athletes in the para and able-bodied streams in athletics.
10. Coach Education – helping with coach developer engagement, verifying coach qualifications (for minimum standards), mentorship research.
11. Development and coordination of speaker series for athletes, coaches and officials, schools and general public.
12. Development, coordination and promotion of coaching professional development courses and tracking delivery. Assist in the development of coach mentorship programs. Manage feedback process of professional development.
13. Assist in the recruitment, engagement, online training and development of Officials and the tracking program of qualifications and scheduling.
14. Explore opportunities for additional revenue generation through donation campaign, sponsorship and e-commerce strategies.
15. Updating BC Athletics website content and developing social media content.
16. Assisting with the implementation of the Tactics/Actions as part of the BC Athletics 2022-2024 Strategic Plan.
17. 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.