

JOB DESCRIPTION

Position Title: Sport Participation Coordinator (Interior BC based in Kamloops)

Organization

PacificSport Interior BC is a Regional Sport Centre that educates, inspires and engages communities in the sport pathway. The not-for-profit Society aims to increase awareness, opportunity and participation in physical activity, physical literacy, sport development and performance. PacificSport Interior BC is a member of the BC Regional Alliance and works collaboratively with the municipal, education, health and sport sectors to increase sport participation and opportunity for all. We are committed to developing sport at all levels from playground to podium by integrating athlete/coach services and long term development initiatives at all stages of the Canadian Sport for Life continuum. We strive to provide purposeful program delivery that empowers our communities to play, participate and perform through sport.

Position Summary

As an integral member of the PacificSport Interior BC team, the Sport Participation Coordinator will champion the mission, vision and values of core programs with a goal of increasing sport participation and physical literacy opportunities in the Interior BC region. The Sport Participation Coordinator will report to the Executive Director and will maintain and develop strong, positive relationships with a variety of partners committed to advancing physical activity and sport.

Key Deliverables

- Plan, develop and monitor programs and camps aligned with the Canadian Sport for Life including XploreSportZ camps, adaptive sport and tots programs.
- Work with community and provincial partners to implement physical literacy programs, sport development, leadership and support. This includes teacher/leader training, activation through schools, community sport, recreation and other delivery agencies.
- Promote, support and activate a variety of coaching/leader training programs such as Fundamental Movement Skills, Safe Sport and Inclusion courses.
- Ensure all programs operate within approved budgets
- Ensure risk management policies & procedures are followed
- Establish and maintain effective communication and networking systems (e.g. newsletters, regular meetings with local and regional sport communities.
- Promote PacificSport Interior BC and its programs in the communities
- Champion new program initiatives based on the strategic direction of PacificSport Interior BC
- Evaluate program strengths & identify areas for improvement
- Collect & maintain program participation information and statistics for the completion of all PacificSport reports
- Support Interior BC communities in implementing physical literacy programs & initiatives

Education & Experience

Post Secondary degree in Kinesiology, Physical Education, Sport Management, Recreation or related field

Knowledge and proficiency in computer applications in MS Word, Excel and Powerpoint programs

Knowledge of the Canadian Sport for Life model

Knowledge of web content management systems and administration of social media business tools

NCCP Coaching Certification & experience preferred
Minimum 1-2 year experience in coordinating children's multi-sport programs with an understanding of fundamental movement skills and physical literacy

Demonstrated Abilities

Ability to foster a team atmosphere and interact effectively with staff, participants, volunteers and organizations.
Ability to work autonomously, take initiative, set priorities, organize work and handle multiple projects concurrently.
Knowledge of the Canadian Sport for Life Long Term Development model.
Knowledge and proficiency in computer applications related to work
Ability to prepare and present plans, reports and submissions, both written and verbal
Knowledge and experience maintaining and updating websites and proficiency with Social Media platforms

Conditions of Employment

Reports to: Executive Director
Full time salary (\$41,000 - \$45,000 – based on a 35 hour work week)
Benefit Package
Typically a Monday through Friday workweek, however some flexibility required to work evenings/weekends when needed for programs/events
The Coordinator position is reviewed annually for renewal

Please submit your cover letter and resume to Executive Director, Carolynn Boomer
cboomer@pacificsport.com
PacificSport Interior BC
Tournament Capital Centre, 910 McGill Road, Kamloops, BC V2C 6N6
No telephone calls please. We thank all applicants for their interest; however only candidates selected for interviews will be contacted.

CLOSING DATE: Friday, February 18th, 2022 by 4:00 pm (PST)