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Burnaby, BC, V5B 0A7
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Education & Camps Coordinator

Curl BC

Active, fun and social, the Curl BC community promotes, develops and supports curling throughout British Columbia. Our offices are located at Fortius Sport & Health, a state-of-the-art training centre in Burnaby.

Job Description

This is an exciting opportunity to join Curl BC as the organization prepares to celebrate 125 years of curling in British Columbia in 2020.

Working closely with key staff and volunteers, the Education & Camps Coordinator will be responsible for the implementation of Curl BC's National Coaching Certification Program (NCCP) and professional development opportunities for trained club and certified competition coaches. The Coordinator will also oversee and coordinate community events, the Rockslide Summer Curling Camp, Officiating Program, Jet Ice Technician Program and Development Camps for a full range of Sport for Life curlers, including wheelchair curlers.

Major Areas of Responsibility

Competitions Education (Officiating and Ice Tech)

- Oversee officiating educational courses related to competitions
- Work with Provincial Officiating Coordinator, Officiating Course Conductors and Curling Centers in delivering workshops
- Work with Provincial Ice Technician Team to provide training workshops for ice technicians

Coaching Education

- Coordinate planning, reporting, record keeping of workshops, evaluations and communication
- Coordinate and work with Curl BC's Coach Development Coordinator, Coach Developers and Curling Centre Managers in delivering NCCP and non-NCCP coach workshops/clinics
- Coordinate and develop professional development opportunities for trained club coaches and certified competition coaches
- Act as primary contact to Curling Canada and Coaches Association of Canada for the NCCP program and general coaching inquiries

Wheelchair Curling and Adaptive Clinics

- Plan, book and coordinate the registration of wheelchair/adaptive curling clinics across BC

- Work closely with lead clinic facilitator and clubs in planning, evaluating and tracking clinics
- Explore further grant and funding opportunities and maintain budget

Community

- Develop and offer floor curling activities in collaboration with organizations such as Sport BC and Canucks Autism network
- Coordinate introductory clinics for new Canadians

Development Camps

- Optimists Rockslide Summer Camp
 - Coordinate a summer camp for junior curlers
 - Responsible for promotion, scheduling and registration
 - Coordinate meetings with coaches regarding curriculum
- Fundamentals, Learn to Train and Train to Train Youth Camps
- Sport for Life Camps

Qualifications

- Bachelor's degree or related diploma
- 3 years of relevant experience
- Strong interpersonal and communication skills, and a proven team player
- Experience in program development, implementation and/or evaluation
- Experience in event planning and delivery
- Strong organizational skills and detail oriented
- Proven ability to work independently
- Strong computer skills (Word, Excel, Outlook) and ability to learn new database systems

Type of Position

Full Time based on 35 hours/week with flexible hours. Salary and benefits based on Curl BC's personnel policy.

Contact

Please send a resume and cover letter to sbraley@curlbc.ca by Monday, July 16th.
Curl BC is an equal opportunity employer.

More information

More information about Curl BC can be found at www.curlbc.ca/about/.