



OPERATIONS MANAGER

Cowichan 2018 BC Summer Games

(10 month term position commencing November 6th, 2017)

We are seeking a dynamic, enthusiastic, confident, creative, skilled, and experienced individual to serve as the OPERATIONS MANAGER for the Cowichan 2018 BC Summer Games. The successful candidate will be adept at leading, organizing, and managing details and people. The successful candidate will have the desire to help develop the Cowichan 2018 BC Summer Games into a community event to remember, which will bring together up to 3,800 participants (athletes, coaches, and officials) and 3,000 volunteers.

The OPERATIONS MANAGER will report to the President, Vice President, and Director of Administration for the 2018 BC Summer Games and will work closely with the entire Board of Directors. This works with the 14 Directorates (operational areas) keeping all Directors and the Board as a whole informed on the progress across all areas of the Games, providing planning and administrative support (directly or delegated to the Games office staff).

The successful candidate will have experience working with a non-profit Board, on tight timelines, and a demonstrated ability to meet deadlines, multi-task, and be a strong yet diplomatic leader who can work in high stress, fast-paced environment.

The OPERATIONS MANAGER will also be required to set up and maintain a well functioning Games office and guide staff in the support of the 14 Directors and their 75+ Chairs as they plan within their areas of operation.

The OPERATIONS MANAGER will have a variety of skills and responsibilities and will have experience working with people, leading and supervising staff and volunteers, and an understanding of events. The successful candidate will have strong computer skills, be able to work long hours and weekends, as needed, be comfortable both leading and stepping back to let others lead, as appropriate, able to work independently but as part of a team, and have a strong desire to help volunteers find success in their areas of responsibility.

Duties will include: hiring and supervising all Games staff, setting up and managing the Games office, assisting the Board Members and Committee Chairs in meeting critical deadlines, assisting/monitoring the functioning of various systems and processes, coordinating securing and then distributing and dismantling of all Games property, and attending all required meetings. Past experience in event and/or BC Games planning is helpful but not mandatory.

Skill requirements

- high school diploma or relevant diploma or degree (i.e.: sport administration, recreation, leadership)
- event / project management experience
- strong written and verbal communication skills
- competency in a variety of software applications
- budget management skills
- efficient, effective, and consistent team player

- innovative problem solving skills
- excellent time management skills
- out-going, people-oriented personality
- experience in a busy office environment
- demonstrated planning and organization skills
- excellent attention to detail
- ability to take on responsibility and use initiative to prioritize and work effectively, under pressure and to tight deadlines
- enthusiasm and adaptability

Core competencies include:

- communication
- energy
- team work
- customer focus
- time management
- adaptability / flexibility
- creative and innovative thinking
- decision making and judgment
- planning and organizing
- problem solving
- result focus
- accountability and dependability
- ethics and integrity
- mediating and negotiating
- providing consultation
- leadership
- coaching and mentoring
- maintaining protocols
- development
- continual learning

Remuneration is \$3,000 - \$3,600 per month plus 10% of salary in lieu of benefits.

Please send resume and covering letter by October 20th, 2017 to:

Director of Administration, Cowichan 2018 BC Summer Games Society
c/o Tara Benham, Grant Thornton
823 Canada Avenue, Duncan, BC V9L 1V2

Or Email to
tara.benham@ca.gt.com