

April 26th, 2018

PARTNERS



Request for Proposal of Employment

POSITION: SPORT ADMINISTRATOR

STATUS: Part-time: 20 hours/week

JOB LOCATION: Virtual Office

EFFECTIVE DATE: May 28th, 2018

COMPENSATION: Commensurate with experience and within budget constraints

Organization Overview:

The BC Speed Skating Association (BCSSA) is a not-for-profit Society and the governing body for the sport of Speed Skating in British Columbia. The organization has 1700 members and operates with 3 part-time staff within a budget of approximately \$400,000. The BCSSA is responsible for delivering and coordinating programs and services to its membership and to advance the sport of speed skating in British Columbia.

Job Description:

The successful applicant must be eligible to become a registered member of both BCSSA and Speed Skating Canada (SSC).

Must be an excellent communicator, fully versed in Excel, Google docs, use of social media and website administration. Knowledge of and experience with Speed Skating Canada's (SSC) Long Term Participant and Athlete Model (LTPAD) would be an asset.

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Position Summary:

The Sport Administrator reports to the Executive Director (E.D.) and will be generally responsible for the on-going and overall membership administration of speed skating in British Columbia.

There will be occasions when the Sport Administrator is required to travel on weekends.

Duties and Responsibilities:

The Sport Administrator will:

- be the primary BCSSA contact with all member clubs and, as directed by the E.D., with the other sport partners such as other Provincial Sport Organizations; Multi-Sport Organizations and SSC.
- have full working knowledge of Simply Accounting or Quick Books in order to perform all originating accounting activities along with day-to-day book keeping functions as directed by the E.D.
- provide staff support to the Sport Development; Competitions and Awards Committees and other committees as directed by the E.D.
- be responsible for, in partnership with the Technical Director, all activities pertaining to the maintenance and posting to our social media outlets and maintaining the Events calendar on the BCSSA website
- require learning and have full working knowledge of data bases in use by both BCSSA and SSC's Membership data base.

Please submit application and resume on or before May 21, 2018 to:

Ted Houghton,
Executive Director
BC Speed Skating Association
ted.houghton@bcspedskating.ca