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Position Title: Manager of Sport
Location: Burnaby, BC
Salary Range: \$38,000-45,000 per annum, dependent on experience plus RRSP matching and comprehensive benefits package
Employment Type: Full-Time, 35 hours per week. (4 day work week in July/Aug)
Start Date: September 2019

Summary

If you have a passion for education and athletics and wish to lead in delivering quality school-based sport experiences to over 70,000 student-athletes each year in 19 sports, then this may be the ideal opportunity for you. While the job is primarily focused on the operation and execution of sport experiences and championships, in a small office environment such as ours, this position will require a contribution to many different areas such as communication, policy and technology. If you want a dynamic, challenging and rewarding role please consider submitting an application.

The Manager of Sport is responsible for working with the BCSS Sport Commissions and 9 Zones in coordinating the effective organization of the sport-specific services and events leading up to and including the BCSS Provincial Championships. Working with the member schools, Sport Commissions and other stakeholders, the Manager of Sport will work to ensure success within the organization while supporting student-athletes' participation in high school sports.

About BC School Sports

BC School Sports is a not-for-profit organization and registered charity, with a Mission Statement of *"to foster the development of good character through positive and equitable school-based sport experiences."* As the governing body for school sport across BC, we sanction and coordinate school sport for over 460 member schools, in 19 official sports.

Main Responsibilities

Reporting to the Executive Director:

- Coordinate the development of work plans which include activities, timelines and responsibilities for the planning and execution of all BCSS sporting events and sport-specific services, including but not limited to banners, medals, webcasting, medical services, roster verification, etc.
- Coordinate communication between the BCSS Staff and the sport commissions, local athletic associations, sport officials and member schools to ensure agreed upon responsibilities are accomplished.
- Ensure the development and circulation of all necessary information regarding BCSS Championships to stakeholders.
- Liaise with the sport commissions, local athletic associations and other stakeholders to develop or modify rules and regulations and resources in order to enhance BCSS Zones and Championships Events.
- Work with the Executive Director and stakeholders to develop and review the standards and procedures involved in hosting a Zone or Championship Events and develop event management templates.
- Manage Sanctioning requests for member schools and affiliated athletic associations for student-athletes, and liaise with provincial and state athletic associations.

- Work with the Executive Director and Sport Commissions to ensure tiering is accurately completed in a timely manner
- Design and implement BCSS social media strategy including digital content and website sites to drive engagement, awareness and increase the profile of BCSS
- Provide leadership and supervision to summer students and their projects
- Work with the Executive Director to fulfil partner obligations and acquire new partners
- Create content and oversee the distribution of Monthly Newsletters, monthly video updates, annual report and other regular communication to member schools and other stakeholders.
- Work with Membership Coordinator and Manager of Finance to apply fines for registration and eligibility infractions
- Work with staff and stakeholders to research, draft and refine policy for updates to the rules and regulations of BCSS
- Update the BCSS Rules and Regulations, handbook and website, and ensure they are available to the member schools, sport commissions, local athletic associations, affiliated Provincial Sport Organizations, officials associations and external partners as appropriate.
- Oversee and direct student-athlete registration in the BCSS student-athlete registration system.
- Ensure the proper functioning and development of STARS by liaising with the developer and managing hardware and software requirements for the organization.
- Attend Board of Director meetings when required, and assist with logistics and record-keeping on occasion
- Organize and track statistical and historical information from Championships, Sport Commissions and Athletic Associations, for posting to the website where applicable and for use in tracking trends.
- Lead in the coordination of other BCSS events such as workshops, meetings, conferences etc.
- Other duties as assigned by the Executive Director

Critical skills, abilities & characteristics:

- An understanding and passion for educational athletics
- Experience with the not-for-profit sector
- Strong communication and problem-solving skills
- An ability to juggle multiple demanding tasks and priorities concurrently
- Proficiency with technology, including computers, software, social media and digital content
- Experience working with or leading committees is an asset
- Experience with sport hosting and event coordination
- Experience with drafting or editing policy is an asset
- Ability to think innovatively, strategically and critically, have sound judgment and be able to work in a dynamic environment

Notes:

- The applicant must be a Canadian Citizen, permanent resident, or person for whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- The applicant is legally entitled to work according to the relevant provincial legislation and regulations
- The Applicant must be able to provide an acceptable criminal record check

Application Instructions

This posting will remain open until filled. Review of applications will begin on August 15th. To ensure your application is considered please email a resume and cover letter in .doc or .pdf format to info@bcschoolsports.ca, before August 15th.