



Basketball BC
#210-7888 200th St. Langley, BC V2Y 3J4
Fax. 778.621.2009
E-mail. ljohns@basketball.bc.ca

Manager, Officials

Basketball BC is the Provincial Sports Organization for basketball in British Columbia. Located in Langley, Basketball BC is a not-for-profit organization which is dedicated to developing lifelong passion for our sport and growing the great game throughout the province.

Basketball BC (BBC) is seeking a dynamic, innovative and responsible team player to fill the newly created position of Manager, Officials. This role will work under the supervision of the Executive Director and will also work closely with the Manager, Youth Programs and Special Events in supporting officials development in BC.

Key Responsibilities Include (but not exclusive to):

- Provide staff support to the Officials Committee of the Basketball BC Board of Directors
- Communicate effectively with a variety of stakeholders in the basketball community
- Fulfill key administrative tasks relating to Officials Development and Membership
- Assist and provide support to other staff, events and programs of Basketball BC as needed.
- Responsibilities of this role will change over time as the officials development model evolves and as Return to Sport progresses

Skills and Experience Required:

- Highly self-motivated, innovative thinker with the ability to take direction, work as part of a team as well make independent decisions.
- Strong verbal and written communication skills.
- Strong time management and organizational skills to manage concurrent tasks efficiently.
- The ability to handle multiple tasks simultaneously, be detail oriented, work independently, and maintain tight schedules.
- Possess an understanding and proficiency for Microsoft Office (Word, Excel, Powerpoint, Outlook), and Social Media.
- Experience working with not-for-profit organizations is an asset.
- Knowledge of basketball environment and ability to make personal contacts with stakeholders.
- Post-secondary education or applicable experience in the sport and recreation field.
- Experience writing reports, policies and grant applications.
- Possess a strong understanding of the sport of basketball. Experience playing, coaching or officiating basketball and knowledge of the basketball community in BC is preferable.

SUPPORTERS



PARTNERS



MEMBERS OF





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Start Date: Starting April 2021.

Work Hours: This is a full time position working 40 hours/week. Work will be required and scheduled on evenings and weekends, and in locations out of the office.

Pay: Commensurate with experience.

Office Location: Langley Events Centre (#210 - 7888 200th St. Langley, BC).

The application process is guided by Basketball BC's Recruitment and Selection Policy. All applicants are required to submit an application form as posted to the Basketball BC website. The completed application form, a cover letter and a resume, **including noted salary expectations**, can be sent to ljohns@basketball.bc.ca. The Application deadline is **April 6, 2021**.

For further information on the position, please contact Lawrie Johns at 778-621-2002.

Basketball BC sincerely thanks all applicants. Only applicants selected for an interview will be contacted.

Basketball BC is committed to employment equity. All applications must be legally eligible to work in Canada and provide an acceptable vulnerable sector criminal record check.

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