



## Ringette BC Part Time Technical Coordinator

Ringette BC is seeking an individual who is able to take initiative, problem solve quickly and works well in a team environment. This individual should have a keen interest in Ringette and Sports Administration. The ideal candidate will be team player with excellent time management skills, the ability to work independently, and has experience with sport and recreation program administration and management.

### Ringette BC

The BC Ringette Association doing business as “Ringette BC” is a progressive Provincial Sports Organization and registered non-profit society responsible for the administration, advancement and promotion of Ringette throughout the Province of British Columbia. Ringette BC represent more than three thousand members in 20 local associations around the province. We pride ourselves on being a well-managed, organized and respected amateur sport organization and continue to be a leader in sport both provincially and nationally.

Ringette BC works in partnership with local, regional, provincial and national ringette organizations and sport system providers to create a safe and inclusive sport participation environment for participations.

**Job Description:** Part Time Technical Coordinator (average of 20-25 hours a week)

**Reporting to:** Executive Director

***This is a 12 month contract with possibility of extension.***

### Job Purpose:

Ringette BC is seeking a Technical Coordinator to support Coaching and officiating development, management, and certification across BC. The Technical Coordinator will support and lead the coordination of sport development initiatives and community recruitment through the Come Try Ringette and gym ringette. Technical Coordinator will help support coaching and officiating development programs and assist in the administration of Children’s Ringette.

### Primary Duties & Responsibilities:

The specific responsibilities of the Technical Coordinator are, but not limited to, the following:

#### **Coaching/Officiating Development:**

- Support the Coach Developer team in BC.
- Schedule, plan and manage all coaching and officiating clinics.
- Schedule, plan and manage coaching and evaluation evaluations.
- Assist with developing coaches in BC.
- Assist with the administration of the Female Coach Mentorship Program.
- Communicate coach certification requirements to coaches.
- Work with the Provincial Referee-In-Chief to support referee development, manage the active officials’ rankings, and support administration.
- Review coach certification for all teams attending major events.

#### **Sport Development:**

- Support local Association outreach initiatives.

- Support local association and provincial programming initiatives that will help to further develop the sport of ringette and retain athletes.
- Manage social media platforms, Ringette BC website and ensure consistent messaging is being released.
- Assist in the coordination of Come Try Ringette (CTR) and Gym Ringette events and general community outreach initiatives including posting of individual event details, providing registration updates, materials and follow up analysis of each event.
- Evaluate, assess, and support implementation of Children's Ringette Programming across the province.
- Support the Technical Director with administration for the Children's Ringette Program.
- Create and maintain resources for coaches and instructors for the children's ringette program.
- Assist with the distribution and education of Associations, Coaches, and parents on the Children's Ringette Program.
- Evaluate, assess, and recommend where feasible, new technology, resources, and methods to better liaise and collaborate with Ringette BC Membership with an aim to increase the effectiveness of program delivery.

#### **Administration**

- Ensure all data is reported and tracked.
- Create new contacts within the municipal recreation departments to host gym ringette sessions within community recreation facilities throughout the spring and summer.
- Respond to queries from the membership regarding program areas.
- Create and monitor result tracking processes.
- Create and implement continued evaluation processes of all related programs.
- Assist with Competition administration including Provincial Championships, U12 Year End Jamboree and local Association tournament administration.

#### **ESSENTIAL QUALIFICATIONS AND EXPECTATIONS**

- Must be legally allowed to work in Canada
- Resident of British Columbia
- Works out of the Provincial Office in Burnaby, BC
- Travel throughout the province to support sport development
- Strong verbal and written communication skills
- Holds a valid class 4 Driver License
- Must be available to work minimum 20 hours a week

#### **ASSET QUALIFICATIONS**

- In the process of completing a post-secondary education in the fields of Sports Administration, Sports Management, Recreation Management, Education, Physical Education, Kinesiology or related field OR demonstrated work experience
- Ringette-related experience in coaching, officiating and athlete/participant development
- Community recreation experience
- Some experience with Social Media programs such as Facebook, Twitter and Instagram and website management. Experience with Word Press Website would be considered an asset
- NCCP Coach training and experience considered an asset
- Some experience in customer service or public relations
- Some experience in event management
- Having independent means of personal transportation is an asset

#### **Other Details**

- The applicant must pass a Criminal Record Check and vulnerable sector check as a condition of hiring.



Ringette BC  
#258-6450 Roberts Street,  
Burnaby, BC V5G 4E1

- The successful applicant will be required to enter public facilities to deliver programs and services. As per, the [Provincial Health Order Proof](#) of vaccination status will be required to enter these facilities. Proof of vaccination status will be required as part of hiring.

**To apply:**

Position Title: **Technical Coordinator**

Number of positions: **1 position**

Reports to: Executive Director of Ringette BC

12-month contract with possibility of extension.

Provincial Office Location: 258-6450 Roberts St. Burnaby BC, V5G 4E1

Work week: flexible work schedule, opportunities to work from remotely. Must be available to work evenings and weekends.

Wage: \$21.00 - \$23.00 per hour

Wage will be based on relevant experience.

Position advertisement date: **Monday, August 30, 2021**

**Closing Date: Wednesday, September 15, 2021**

Position commencement date: **Monday, September 27**  
(can begin sooner if candidate is available)

Ringette BC appreciates the interest of all applicants, only those who are invited for an interview will be contacted.

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Interviews will take place from September 17-22, 2021.

**To be considered for this opportunity, please address your cover letter, resume and submit all related documentation electronically to:**

**Nicole Robb**

Executive Director, Ringette BC at [executivedirector@bcringette.org](mailto:executivedirector@bcringette.org)