



BC Games Society Position Description

Position:	Event Manager
Supervisor:	President and CEO
Areas of Responsibility:	<ul style="list-style-type: none">• BC Winter Games (60%)• Education and Awareness Programs (20%)• Team BC (10%)• Other duties (10%)

VISION

We strive to inspire exceptional experiences through sport.

MISSION

The BC Games Society is the leadership organization that guides the BC Winter and BC Summer Games and prepares Team BC for national multi-sport Games. We build on the expertise and support of partners to create development opportunities for athletes, coaches, officials, volunteers, and communities.

VALUES

Integrity, trust and respect are the core of our game plan.

- Dedicated – committed to the goal
- Accountable – embracing responsibility
- Collaborative – fostering dynamic teams
- Evolving – adapting the game plan
- Excellence – achieving personal bests

Who are WE?

We're a group of dedicated people with a passion for sport. We support the BC Summer Games, BC Winter Games, and the Canada Games, through our Team BC program. We come from diverse backgrounds with a vision to work collaboratively to provide exceptional sport experiences for young athletes.

We want to be a catalyst for positive change in the sport sector. We can make a significant and lasting impact on young athletes and coaches today and for the generations to come.

We work with the following stakeholders to achieve our Mission and Vision:

- BC Winter and BC Summer Games host societies
- BC Games Society Board
- Provincial Funding Partners
- Team BC Mission Staff
- Provincial Sport Organizations
- Multi-sport Organizations
- Canada Games Council
- Canada Games Host Societies

Who are YOU?

You are a strategic thinker with meticulous attention to detail who works well under pressure. You have the ability to multitask and adapt in a fast-paced environment. You are innovative, organized, and self-motivated with a keen interest in building strong relationships with stakeholders. You appreciate having close working relationships with your colleagues. You handle pressure and urgent situations in a calm and collective manner. You can develop new skillsets easily to address unforeseen challenges.

What will the Event Manager DO?

Scope

BC Winter Games:

As a member of a small staff team, provide guidance and support to host communities around the province who are staging the BC Winter Games.

- Provide direct support to Host Societies within the Directorates of:
 - Ceremonies and Special Events
 - Food Services
 - Friends of the Games
 - Logistics
 - Protocol
 - Technology
- Travel to host communities around the province
- Prepare and deliver resource materials to volunteers and guide volunteers in their area of responsibility

Education and Awareness:

G2G Sessions (Guide to the Games) for all Participants:

- Update materials for both Summer and Winter Games
- Recruit facilitators and secure venues
- Create promotional plan for all participants
- Oversee delivery of in-person presentations and online webinars

Culture of the Games:

- Assist with education and awareness to host communities regarding the BC Games Society Culture of the Games including the implementation of tactics to address:
 - making the Games a safe space
 - diversity and inclusion
 - harassment and bullying

Team BC

- Assist Team BC Operations Manager with the administration and coordination of Team BC as required.

Volunteer Management

Host Society Boards

- prepare Guidelines for volunteers
- liaise with incoming Board of Directors to ensure an understanding of their roles
- ensure support is provided to the BC Games President, Vice-President, and six Directors in the above noted areas:
- monitor Directorate and Chair tasks and timelines to ensure all critical areas are delivered
- review budgets and provide feedback
- attend Guest Briefings, Opening Ceremony, Provincial Government Reception, Civic Luncheon, Closing Ceremony and other official receptions as requested by the President and CEO
- attend the following events, as required:
 - Games and Guidelines meetings
 - Directorate Orientation meetings
 - Key Volunteer Rally
 - Progress and Final Report Meetings
 - Sport Venue Tour
 - Directorate meetings
 - Board meetings
 - Legacy Night

BC Games Society Board

- attend Board meetings, as required and prepare reports on status of Games
- attend and provide Secretariat services to Committee(s) of the Board

Registration and Transportation

As part of the BC Games Society staff, work collaboratively to plan and implement the Games Registration and Transportation systems. Work may include, but is not limited to, review and checking of incoming registration forms; plotting bus and airline transportation for participants; updating school accommodation information within the registration program.

More Info

Working conditions

- ability to work evenings and weekends
- manual dexterity required to use desktop computer and peripherals
- frequent travel within British Columbia

What you bring to the table:

- Strategic and creative mindset
- Proactive and innovative
- Adaptable and flexible change agent
- Efficient, effective, and consistent team player
- Meticulous attention to detail
- Ability to work under pressure with tight deadlines

What we bring to the table:

- Superb company culture
- Work at Home Policy
- Flexible work environment
- Health benefits (medical, dental, vision)
- Life insurance and AD&D coverage
- Matching RSP program
- Health Development grant
- Four weeks of vacation
- Professional Development funding
- Competitive Salary Range: \$70,000 to \$92,000
 - Starting salary will be commensurate with education and experience

Watch this to learn more <https://www.youtube.com/watch?v=dHznfie07cl>

**Submit covering letter and resume to:
application@bcgames.org
Posting will remain open until filled.**