



**Title:** Event Coordinator

**Reports to:** Executive Director

**Location:** Remote

**Status:** Part-Time/Contract

Triathlon BC is the provincial governing body for multisport in British Columbia. As a not-for-profit organization, we are a volunteer-led organization that delivers programs to support the growth and development of multisport athletes, coaches, officials, clubs and events across the province.

**OVERVIEW:** The Event Coordinator is charged with delivering a series of youth-focused multisport events through the 2023 season. The Event Coordinator will use their experience in sport delivery to successfully plan, coordinate, promote, monitor and manage the delivery of community-based, small-footprint, Mad Moto-style multisport events throughout the province.

The Event Coordinator will ensure that sport development opportunities are provided in a manner complimentary to Triathlon BC's strategic plan, and effectively partners with stakeholders that include schools, clubs, municipal recreation departments, multi-sport organization and other community groups.

The position will be home-based and can be performed remotely.

#### **ROLES AND RESPONSIBILITIES**

- Plans, manages and executes the delivery of safe, small footprint, youth-based, multisport events.
- Develops a volunteer management system, including recruitment and training.
- Stewards partnerships with community stakeholders.
- Operates within identified budget.
- Is able to develop digital assets for promotional use (registration/social media/website)
- Ensures participants have a safe and positive multisport experience.
- Provides instructions and pre-event instructions with enthusiasm and clarity, accommodates activities based on age, skill and ability.
- Provides exceptional customer service and communication with parents.
- Manage inventory of event related equipment, ensuring equipment is sufficient for event requirements.
- Other event related tasks as assigned.

#### **REQUIRED SKILLS, KNOWLEDGE, & ABILITIES:**

- Previous experience in sport event delivery is required.
- Experience working with children in an event or related setting as a leader or volunteer.
- Knowledge of a variety of age-appropriate sport activities for children aged 6 to 16 years of age.
- Strong written and verbal communication skills, able to communicate in a clear, concise and professional manner.
- Experience working with a variety of social media channels and proficiency in standard office computer programs.
- Valid Standard First Aid, CPR-C and AED Certificate is an asset.
- Sport Specific NCCP certification is an asset, as is NCCP Fundamental Movement Skills, High Five, Kids Can Move or equivalent training.

- University or College degree or equivalent in sport related field is an asset.
- Ability to meet deadlines, work independently and be a creative problem solver
- Must be organized, self-driven and able to effectively manage time and priorities
- Completion of clear Criminal Record Check and organizational screening required; Safe Sport Training required
- Able to travel to attend identified events, access to a reliable, personal vehicle is required; Valid Class 5 Drivers License issued in British Columbia is required;
- Weekend work is required.
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver heavy supplies).
- Must be legally entitled to work in Canada and proficient in English.

The successful applicant is expected to be in regular contact with the Triathlon BC team and to be responsive via phone, email, internal messaging systems, etc. during assigned working hours.

**APPLICATION DETAILS:**

Triathlon BC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, gender, sexual orientation, age, marital status, family status or disability.

If you are personable, have a great attitude, are passionate about delivering exceptional customer service and have a genuine interest in contributing to the greater good of our company and our community, we want to hear from you! Please forward resume and cover letter to [allan@tribc.org](mailto:allan@tribc.org).

Competition will remain open until filled by a qualified candidate.