



2003A - 3713 Kensington Ave.
Burnaby, BC V5B 0A7

604-477-1488
info@bcschoolsports.ca
www.bcschoolsports.ca

Sport Administration Assistant

Office Location: Burnaby, BC
Wage: \$22.50 per hour + 4% holiday pay in lieu of vacation days
Employment Type: Term Certain Part Time Employment Contract:
Approximately 10 months (Sep-Jun), with option for extension
Weekly Hours: 24hrs per week guaranteed, with potential for additional hours during busy times
Work Environment: Predominately on-site in office, occasional work from home
Ideal Start Date: September 9, 2024

ABOUT BC SCHOOL SPORTS

BC School Sports is a not-for-profit organization and registered charity, with a mission 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 18 official sports serving over 123,000 student-athlete registrations each year.

BC School Sports is seeking individuals that have incredible passion for educational athletics, and a desire to support the execution and delivery of quality school-based sport experiences.

BCSS CHAMPIONSHIP RESPONSIBILITIES

- Support the Assistant Director – Sports and Events with the coordination and execution of BCSS Championships. This will involve assisting with the development of championship plans, communication bulletins, event programs, communication with event stakeholders, pre-event planning, on-site support, and post event activities.

ADMINISTRATIVE RESPONSIBILITIES

- General administrative support and event reporting
- Assist in developing and updating resources to support Championship hosts
- Assist with office tasks relating to Student-Athlete Registration System (STARS) database
- Assist in updating public websites
- Other sport related research and development projects as required

KEY QUALIFICATIONS, EXPERIENCE, SKILLS

- Minimum high school diploma. Ideally completed one year or more of post-secondary education and or have work experience in related field.



2003A - 3713 Kensington Ave.
Burnaby, BC V5B 0A7

604-477-1488
info@bcschoolsports.ca
www.bcschoolsports.ca

- The ideal candidate will be highly motivated, organized, accountable, have strong attention to detail, and be competent and proficient with computers and various software.
- The ideal candidate will have an ability to juggle multiple demanding tasks and priorities concurrently
- Position may appeal to a student taking part-time post-secondary studies, or a parent returning to the workforce, or a recently retired educator looking to stay involved.

Notes:

- Applicant must be a Canadian Citizen, permanent resident, or person for whom refugees' protection has been conferred under the immigration and Refugee Protection Act.
- Applicant is legally entitled to work according to the relevant provincial legislations and regulations
- Anticipated start date will be on or after September 9, 2024
- BCSS supports employment equity. Workers of colour, visible minorities, women, indigenous workers. LGBTQI2S workers are encouraged to apply for positions with BC School Sports

Please email resume and cover letter to info@bcschoolsports.ca Attention: Karen Hum/Assistant Director, Membership Services & Operations. Submissions will be reviewed beginning August 18, 2024. Position will remain open until filled.