

Ringette BC Sport Admin Coordinator (Temporary Full-time Contract)

Ringette BC is seeking an individual who is detail oriented and organized, who can demonstrate initiative and the ability to implement multiple programs and events at one time. The ideal candidate will be someone who has a willingness to learn and grow in this role, who has sports programming and or events management experience.

Ringette BC:

The BC Ringette Association (doing business as “Ringette BC”) has been leading the sport of ringette in BC for over 40 years. Ringette BC is a provincial sports organization and a registered non-profit society responsible for the administration, advancement and promotion of ringette throughout the province of British Columbia.

Ringette BC works in partnership with local, regional, provincial and national ringette organizations and sport system providers to create a safe dynamic environment for participation and development at all levels and for all age groups. This includes coordination and implementation of extensive athlete/participant, coach and officiating development opportunities based on new Long Term Athlete Development (LTAD) and Canadian Sport for Life (CS4L) concepts and standards. We work with our local associations and leagues to build both program and organizational capacity.

The Sport Admin Coordinator Position:

This position is responsible for supporting the delivery of Ringette BC’s technical and athlete pathway programs and events. The Sport Admin Coordinator will report directly to the Executive Director and will work collaboratively with all Ringette BC staff members.

The Ringette BC programs and events that this position will support is:

- 2025 Ringette BC Provincial Championships and U12 Year End Event
- 2025 Western Canadian Ringette Championships
- Excellence Program and Events
- Team BC Program and Events
- U14 Train to Excel Program and Events
- U12 Competition Introduction Program
- Children’s Ringette Program

Support the administration of Ringette BC Member Ringette League Programs and Events including:

- Member Association Tournaments
- General Member Support

Primary Responsibilities

- Administration of program and event planning and organization.
- Support the Executive Director in the planning and implementation potentially on-site at the following events:
 - 2025 Pacific Challenge Cup – February 7th – 9th, 2025, in Richmond
 - 2025 Zone & 18+ Provincials – February 28th - March 2nd, 2025, in Coquitlam
 - 2025 U12 Year End Event – March 7th - 9th, 2025, in West Kelowna
 - 2025 Club Provincials – March TBD, 2025 in TBD Location

- 2025 Western Canadian Ringette Championships – March 26th - 29th, 2025 in Langley
- Support the Acting Provincial Programs Manager in implementing the Excellence Program, Team BC Program and U14 Train to Excel Program:
- Scheduling and or hosting of program workshops and sessions.
- On-site support at Ringette Programs as needed.
- Regular communication with member associations and key volunteers related to programs and events.
- Member point of contact for association tournaments as needed.
- Administration duties will also occur in this position where the organizational needs arise.

Essential Qualifications

- Must have 1-3 years of experience in sports programming and or events management.
- Graduated from post-secondary education.
- Strong verbal and written communication skills.
- Experienced with Microsoft Office Suite (Word, Excel, OneDrive, Outlook).
- Ability to be at the Ringette BC office on a weekly basis, with occasional work on evenings and weekends for events.
- Must be legally allowed to work in Canada.
- Resident of British Columbia.
- Must be available to work full-time 40 hours a week,
- Having access to reliable transportation.

Asset Qualifications

- Graduated from post-secondary education in Sport Management, Kinesiology, Event Management, or a related field.
- Familiarity with the sport of Ringette.
- Previous working experience in a not-for-profit organization.
- Social media experience with Canva and managing social media accounts.

Position Details:

- Position Title: Sport Admin Coordinator
- Reports to: Executive Director of Ringette BC
- Provincial Office Location: #258 – 6450 Roberts Street, Burnaby, V5G 4E1
- Hours of Work: 40 hours per week (37.5 hours per week paid with a 30-minute unpaid lunch)
- Wage: \$23.50 per hour (equivalent to approximately \$45,000 annually)
- Employee type: Temporary Full-time contract six (6) months
- Position commencement date: Target start date of Monday, October 21st, 2024, depending on timing of interview process
- Contract dates: With a target end date of Friday, April 18th, 2025 (6-months from the start date)

This position is a hybrid position, that during the planning aspects of this position has the flexibility of in office workdays and work from home. During the Ringette season, a portion of this position will be done out of the office during evenings and weekends, at events and delivering programs.

How to Apply?

- Position advertisement date: Thursday, September 19th, 2024.
- Closing Date: Thursday, October 3rd, 2024, at 5:00PM.

Notes:

- Ringette BC appreciates the interest of all applicants, only those who are invited for an interview will be contacted.
- The applicant must pass a Criminal Record Check as a condition of hiring.

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

Matt Doherty
Executive Director, Ringette BC
executivedirector@bcringette.org