



OPERATIONS MANAGER

Kelowna 2026 BC Summer Games

8-month term position commencing January 2, 2026

We are seeking a dynamic, organized, people-focused Operations Manager to join the leadership team for the Kelowna 2026 BC Summer Games. This role is ideal for a confident, creative, and experienced individual who excels in coordinating complex projects, supporting volunteers, and helping shape a community event that will bring together up to 3,000 participants and over 3,200 volunteers.

The successful candidate will have strong computer skills, be adaptable to varying schedules including evenings and weekends, demonstrate the ability to lead or step back as appropriate, work independently while contributing effectively to a team, and have a genuine desire to support volunteers in achieving success in their areas of responsibility.

Position Overview

The Operations Manager is responsible for establishing and running a high-functioning Games office, supervising staff, and supporting more than 75 Chairs and key volunteers across 14 Directorates. They will report to the President, Vice President and Director of Administration. The ideal candidate thrives in fast-paced environments, manages multiple priorities, and maintains clear communication across the organization.

Duties will include hiring and supervising all Games staff, setting up and managing the Games office, assisting the Board Members and Committee Chairs in meeting critical deadlines, assisting/monitoring the functioning of various systems and processes, coordinating securing and then distributing and dismantling of all Games property, and attending all required meetings. Experience in event and/or BC Games planning is helpful but not mandatory.

Required Skills and Qualifications

- High school diploma or relevant diploma/degree (sport administration, recreation, leadership)
- Event and/or project management experience
- Strong written and verbal communication skills
- Proficiency with common software applications
- Budget management experience
- Excellent attention to detail and organizational skills
- Ability to work under pressure and meet tight deadlines
- Experience supervising volunteers or staff
- Positive, people-oriented approach
- Ability to take initiative and problem-solve
- Ability to work evenings/weekends as required

Core Competencies

Communication	Leadership	Ethics and Integrity
Teamwork	Planning and organizing	Coaching and mentoring
Adaptability	Decision making	Accountability
Problem solving	Time management	Customer focus

Compensation

- \$6,000 per month plus 10% in lieu of benefits.

Please email resume and cover letter by November 30, 2025 to:

Director of Administration
Kelowna 2026 BC Summer Games Society
application@bcsummergames.ca



Operations Manager – Detailed Job Description

Games Office Management

- Establish and maintain an organized Games office.
- Assist volunteers and respond to in-person, phone, or email inquiries.
- Prepare documents, correspondence, and Games information materials.
- Maintain a welcoming office environment for all volunteers.

Meetings and Communication

- Schedule Board and Progress Report meetings.
- Attend meetings, take minutes, and distribute them promptly.
- Attend Directorate meetings to stay informed and provide follow-up support.
- Help volunteers meet deadlines and understand planning consequences.

Systems and Process Coordination

- Monitor and support the Purchase Order System.
- Support Volunteer Registration and liaise with the appropriate Chair.
- Track property insurance requirements and capital purchases.
- Meet regularly with leadership and BC Games Society staff.

Staffing and Supervision

- Hire, supervise, and direct Games office staff (based on grant-supported positions).

Event Logistics and Support

- Coordinate venue access and room bookings.
- Manage Games property acquisition, tracking, and insurance documentation.
- Support financial record keeping, including receiving and coding invoices.
- Assist with Sport Schedule Booklet production.
- Develop venue maps and site plans.
- Support website, publications, and social media content requests.
- Print and laminate signage as needed.
- Develop the Games Day-by-Day operations document.
- Maintain the Games calendar and Key Volunteer Contact List.

Games Conclusion

- Coordinate the dismantling of the Games office.
- Prepare a detailed inventory of all items forwarded to the next Games community.
- Provide final documentation for audit and BC Games Society requirements.