



Sports Program Coordinator (2 Vacancies)

Organization: Football BC
Employment Type: Fixed-Term (Canada Summer Jobs)
Schedule: 30 hours/week
Duration: (8 weeks)
Location: Remote + on-site at games/events
Start Date: Flexible between: May 11th and June 1st

Application Deadline

Applications will be reviewed on a rolling basis. We encourage early submission as we aim to fill this role quickly.

Eligibility (Canada Summer Jobs Program)

To be eligible, applicants must:

- Be between 15 and 30 years of age
- Be a Canadian citizen, permanent resident, or protected person
- Have a valid Social Insurance Number (SIN) and be legally entitled to work in Canada

Compensation

\$25.00/hour

Role Overview

The Sports Program Coordinator will support the delivery of community-based sports programming and event operations. This role is ideal for someone passionate about sport as a vehicle for social impact, youth engagement, and community development.

Key Responsibilities

- Support planning and execution of game days, tournaments, and community events
- Coordinate logistics including venues, equipment, schedules, and permits
- Work with volunteers, vendors, sponsors, and community partners
- Assist with volunteer recruitment, training, and coordination
- Oversee on-site event operations (setup, execution, teardown)
- Promote programs via social media, email campaigns, and outreach
- Track and maintain sports equipment and inventory

Qualifications

- Diploma or degree in Sports Management, Event Planning, Recreation, or related field (or equivalent experience)
- Strong organizational and time-management skills
- Excellent communication and teamwork abilities
- Comfortable working flexible hours (evenings/weekends)
- Experience in events, sports, or nonprofit environments is an asset



- Passion for sport, inclusion, and community development

Working Conditions

- Combination of remote work, community venues, and outdoor facilities
- Evening and weekend work required
- Occasional local travel for events and partnerships

About Football BC

Football BC is the provincial governing body for football in BC. Our organization is dedicated to growing the sport while promoting inclusion, community engagement, and accessible programming across the province. Football BC aims to govern, develop, and grow the sport of football throughout BC by delivering quality competitions, creating commercial value, increasing participation, and advancing athlete development while maintaining high standards of integrity. We focus on building a sustainable foundation for future generations through coaching and officiating education.

How to Apply

Please send your resume and cover letter to:

Keith Ryan
Executive Director
Football BC
executivedirector@bcpfa.com