



JOIN THE TEAM GROWING MULTISPORT ACROSS BRITISH COLUMBIA

Position: Program Manager

Reports to: Executive Director

Location: Hybrid (Vancouver-based)

Status: Full-Time

Triathlon BC is seeking an energetic, organized, and community-minded Program Manager to lead programs that inspire participation, support athlete development, and strengthen clubs, coaches, officials, and events across British Columbia.

This is an exciting opportunity for someone who is passionate about sport, enjoys building meaningful relationships, and thrives in a collaborative environment. The successful candidate will play a key role in delivering programs and initiatives that support our mission of growing and enhancing multisport throughout the province.

ABOUT TRIATHLON BC

Triathlon BC is the provincial governing body for triathlon and multisport in British Columbia. As a not-for-profit organization affiliated with Triathlon Canada and World Triathlon, we support athletes of all ages and abilities through quality programming, coach and official education, club development, event sanctioning, and high-performance initiatives.

Working alongside sanctioned events, affiliated clubs, volunteers, coaches, officials, and thousands of member participants, we are committed to creating exceptional multisport experiences from grassroots participation through to national competition and beyond.

ABOUT THE ROLE

The Program Manager is responsible for planning, coordinating, delivering, and evaluating a wide range of programs and member services that support Triathlon BC's strategic priorities.

Working collaboratively with staff, volunteers, clubs, race directors, coaches, municipalities, and provincial partners, the Program Manager helps ensure exceptional experiences for members while expanding opportunities for participation and athlete development throughout British Columbia.

The position offers the flexibility of a hybrid working environment, with some travel throughout the province required during the event season.

KEY RESPONSIBILITIES

Program Delivery

- Plan, coordinate, and deliver clinics, camps, community initiatives, and educational programs throughout British Columbia.
- Coordinate NCCP coach education programs and associated Coaching Association of Canada reporting requirements.
- Support Age Group and multisport development initiatives.
- Assist High Performance staff with youth, junior, and U23 performance pathway programming, communications, athlete tracking, and events.

- Recruit, train, support, and recognize volunteers to ensure high-quality program delivery.
- Deliver new participant recruitment and introductory multisport programs.

Member Services

- Deliver exceptional service to members by responding promptly and professionally to inquiries.
- Serve as a resource for athletes, coaches, officials, clubs, and race directors.
- Manage the annual affiliated club renewal process and support club development initiatives.

Marketing & Communications

- Coordinate and develop communications for programs, events, and organizational initiatives.
- Manage website updates, newsletters, and routine social media content.
- Assist with the development of promotional materials that increase awareness and participation in Triathlon BC programs.
- Support public education and outreach initiatives that promote multisport throughout British Columbia.

Partnerships & Community Engagement

- Build and maintain partnerships with schools, municipalities, recreation departments, clubs, community organizations, and provincial sport partners.
- Represent Triathlon BC at sanctioned events and community activities throughout the season.
- Foster collaborative relationships that support participation and sport development.

Administration

- Assist in the implementation of Triathlon BC's Strategic Plan.
- Develop, manage, and monitor assigned program budgets.
- Support the administration of provincial Technical Officials, where applicable.
- Perform other related duties as required.

WHAT YOU'LL BRING

The successful candidate will possess:

- University or College degree in Sport Management, Recreation, Business, or a related field, or an equivalent combination of education and experience.
- Two to five years of experience in sport program administration, community recreation, or a related field.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational and project management abilities with exceptional attention to detail.
- Experience managing websites, newsletters, and social media platforms.
- Proficiency with Microsoft Office, Zoom, Adobe Acrobat, and other common office software.
- Knowledge of the Canadian sport system and the provincial sport landscape.
- Ability to work independently while managing multiple priorities and deadlines.
- Experience developing and delivering community-based sport programs.
- A collaborative, service-oriented approach with strong relationship-building skills.
- Creative problem-solving abilities and a willingness to take initiative.

Additional Requirements

- Successful completion of a Criminal Record Check, and completion of Safe Sport Training will be required.
- Legally permitted to work in Canada.
- Valid BC Class 5 Driver's Licence.

- Access to a reliable personal vehicle.
- Ability to travel throughout British Columbia, including occasional evenings and weekends.
- Ability to safely lift and move equipment weighing up to 40 lbs.

WHY JOIN TRIATHLON BC?

At Triathlon BC, you'll have the opportunity to make a meaningful impact on the growth of multisport across the province while working alongside passionate staff, volunteers, and community leaders.

We offer:

- A flexible hybrid work environment.
- Meaningful work that positively impacts communities throughout British Columbia.
- Opportunities for professional growth and development.
- A collaborative and supportive team culture.
- The chance to work at exciting events across the province and help shape the future of multisport.

Equity, Diversity & Inclusion

Triathlon BC is committed to creating a diverse, inclusive, and respectful workplace. We encourage applications from qualified individuals of all backgrounds and identities.

Compensation

\$55,000–\$65,000 annually, commensurate with experience, plus a comprehensive benefits package, professional development opportunities, and a flexible hybrid work environment.

How to Apply

Interested candidates are invited to submit a cover letter and resume to allan@tribc.org.

Applications will be reviewed as they are received, and the competition will remain open until the position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.