



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

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**Position Title:** *Sport Administrator*: temporary six (6) month position.

(May lead to a permanent position)

**Reports To:** BCSS Board of Directors – President

**Start:** April 18, 2016 – October 18, 2016

Monday to Friday 8:30 – 4:00 PM (Flexible Schedule is Required)

**Salary:** To be negotiated and commensurate with experience

**Summary:**

Under the direction of the Board of Directors, the *Sport Administrator* is responsible for the overall management and operation of BC SCHOOL SPORTS and the protection of the organization's financial assets while ensuring compliance with board directives and applicable non-profit and provincial requirements.

**Deadline Date for Applications:** Tuesday, March 29, 2016; noon pacific time

**Via mail, courier or hand delivery:**

**BC SCHOOL SPORTS  
Attention: Ms. Deb Whitten  
2003A-3713 Kensington Ave.  
Burnaby, BC, V5B 0A7**

**Or via email: [mthorp@bcschoolsports.ca](mailto:mthorp@bcschoolsports.ca)**

*Please be advised that only candidates selected for interviews will be contacted.*

## Schedule "A"

to the Contract of Employment of \_\_\_\_\_ dated \_\_\_\_\_, 2016.

The **Sport Administrator** role for BC School Sports (the "Society") includes the following duties and responsibilities:

- Administer and coordinate the activities of the Society and ensure that these are carried out efficiently and effectively within the guidelines established by the Constitution and By-Laws and the Board of Directors;
- Implement decisions and policies as directed by the Board;
- Provide advice and assistance to the Board in fulfilling its responsibilities as assigned by the Constitution and By-Laws;
- Develop, in consultation with the Board of Directors, long and short-term goals and operational strategies which will further the growth and development of the Society;
- Facilities/coordinate the development of marketing strategies as directed by the Board of Directors;
- Organize and coordinate fund raising projects;
- Develop administrative procedures which will facilitate the smoother operation of the Society and liaise with the various outside agencies and organizations with which the Society interrelates;
- Coordinate the preparation of an annual budget including submission to the various funding bodies which will permit the Society to achieve its goals;
- Provide advice to the various Commissions and Associations on such issues as rules, rule interpretations, and sanctioning with other provinces and countries;
- Facilitate effective communication with government, Associations, Commissions, the media and publicly;
- Monitor Society policies, programs, operations and report regularly to the Board; and
- Administer the personnel policies of the Society.